



# ECUC Catalog

## 2017/2018

This publication is the official declaration of the Emirates Canadian University College (ECUC) programs, essential requirements, and rules. Students enrolling in this institution are expected to abide by the rules as outlined below. Students are further warned that course charges, course requirements, and conditions in any other areas may change without any prior notice. The University College has also the right to cancel or combine any class or section if there is insufficient number of students enrolling for courses.

ECUC has furthermore the right to change course content, admission criteria, fee-structure, rules, regulations and procedures published in this catalog as the need arises. Any changes will be in line with ECUC rules, regulations and procedures and will be subject to prior authorization.

Every student is expected to be aware of the regulations currently in use, whether he or she is a fresher or old. If individuals interpret, or explain in their own way these regulations it will not be a binding upon ECUC. Any Statement in this catalog should not be taken, in any way, as an offer of contract.

ECUC sternly upholds the provision of equal opportunities in all areas, including education, program or employment. ECUC delivers to all regardless of their race, color, sex, creed, age, marital status, national origin or religion.

## Table of Content

<b>Item</b>	<b>Page</b>
<b>1. Academic Calendar 2017/2018</b>	<b>4</b>
<b>2. Introduction</b>	<b>6</b>
2.1. The Institution and its Accreditation	<b>6</b>
2.2. Governance and the Board of Trustees	<b>6</b>
2.3. ECUC Vision	<b>7</b>
2.4. Purpose Statement	<b>7</b>
2.5. ECUC Mission	<b>7</b>
2.6. Philosophy	<b>7</b>
<b>3. ECUC University Organization Chart</b>	<b>8</b>
3.1. Institutional Agreement	<b>9</b>
3.2. The Core Values of the University College	<b>9</b>
3.3. ECUC Goals & Objectives	<b>11</b>
<b>4. The University College Resources &amp; Services</b>	<b>15</b>
<b>5. Admission Policy and Procedures</b>	<b>17</b>
<b>6. Registration and Official Records</b>	<b>25</b>
<b>7. The University College Departments &amp; Undergraduate Programs</b>	<b>31</b>
<b>8. Student Finances</b>	<b>34</b>
<b>9. Academic Rules and Regulations</b>	<b>40</b>
<b>10. Student Petitions and Appeals</b>	<b>54</b>
<b>11. Student Life</b>	<b>56</b>
<b>12. Department of General Education</b>	<b>62</b>
<b>13. Bachelor of Arts in English Language and Translation</b>	<b>66</b>
<b>14. Intensive English Program</b>	<b>73</b>
<b>15. Bachelor of Arts in Mass Communication</b>	<b>76</b>
<b>16. Department of Business Administration</b>	<b>86</b>
<b>17. Department Of Law</b>	<b>98</b>
<b>18. Course Description</b>	<b>104</b>

# 1. Academic Calendar 2017/2018

ACADEMIC CALANDAR YEAR 2017/2018			
Fall 2017-2018			
Week	Sunday	Saturday	
1	Sunday, 27 August 2017	Saturday, 2 September 2017	27 August- Registration for Fall 17/18 27 August- Faculty Arrival 31 August - 3 September Arafat Day ,Eid Al-Adha Holiday
2	Sunday, 3 September 2017	Saturday, 9 September 2017	4 September- Starting Fall 17-18 Classes 27 August- Registration for Fall 17/18
3	Sunday, 10 September 2017	Saturday, 16 September 2017	
4	Sunday, 17 September 2017	Saturday, 23 September 2017	21 September - Al-Hijra (Islamic New Year)
5	Sunday, 24 September 2017	Saturday, 30 September 2017	
6	Sunday, 1 October 2017	Saturday, 7 October 2017	
7	Sunday, 8 October 2017	Saturday, 14 October 2017	8-22 October Mid-term Examination Period
8	Sunday, 15 October 2017	Saturday, 21 October 2017	
9	Sunday, 22 October 2017	Saturday, 28 October 2017	
10	Sunday, 29 October 2017	Saturday, 4 November 2017	
11	Sunday, 5 November 2017	Saturday, 11 November 2017	
12	Sunday, 12 November 2017	Saturday, 18 November 2017	
13	Sunday, 19 November 2017	Saturday, 25 November 2017	
14	Sunday, 26 November 2017	Saturday, 2 December 2017	30 November - Martyr's Day
15	Sunday, 3 December 2017	Saturday, 9 December 2017	2-3 December - UAE National Day
16	Sunday, 10 December 2017	Saturday, 16 December 2017	10 December - 19 December- Final Examination Period 20 December - 13 January 2018 - Start winter Break for Students 27 December - Grade Publishing 27 December- Registration for Spring 17/18 1 January - New Year Day
17	Sunday, 17 December 2017	Saturday, 23 December 2017	
*	Sunday, 24 December 2017	Saturday, 30 December 2017	
*	Sunday, 31 December 2017	Saturday, 6 January 2018	
*	Sunday, 7 January 2018	Saturday, 13 January 2018	
* Minimum Hours allocated for theoretical courses are 45 hrs			
<i>Notes on Academic Calendar</i>			
<i>*Religious holidays are subject to confirmation</i>			

Spring 2017-2018			
Week	Sunday	Saturday	
1	Sunday, 14 January 2018	Saturday, 20 January 2018	14 January - Starting Spring 17-18 Classes
2	Sunday, 21 January 2018	Saturday, 27 January 2018	
3	Sunday, 28 January 2018	Saturday, 3 February 2018	
4	Sunday, 4 February 2018	Saturday, 10 February 2018	
5	Sunday, 11 February 2018	Saturday, 17 February 2018	
6	Sunday, 18 February 2018	Saturday, 24 February 2018	
7	Sunday, 25 February 2018	Saturday, 3 March 2018	25 February - 10 March Mid-term Examination Period
8	Sunday, 4 March 2018	Saturday, 10 March 2018	
9	Sunday, 11 March 2018	Saturday, 17 March 2018	
10	Sunday, 18 March 2018	Saturday, 24 March 2018	
*	Sunday, 25 March 2018	Saturday, 31 March 2018	25 March - 7 April - Spring Break for Students
*	Sunday, 1 April 2018	Saturday, 7 April 2018	
11	Sunday, 8 April 2018	Saturday, 14 April 2018	13 - April Al Isra'a Wal Mi'raj holiday
12	Sunday, 15 April 2018	Saturday, 21 April 2018	
13	Sunday, 22 April 2018	Saturday, 28 April 2018	
14	Sunday, 29 April 2018	Saturday, 5 May 2018	
15	Sunday, 6 May 2018	Saturday, 12 May 2018	6- 20 May - Final Examination Period
16	Sunday, 13 May 2018	Saturday, 19 May 2018	
17	Sunday, 20 May 2018	Saturday, 26 May 2018	"24 May - Grade Publishing 20 May - Start Registration for Summer 17-18" 27 May - Starting Summer Classes
* Minimum Hours allocated for theoretical courses are 45 hrs			
Notes on Academic Calendar			
<i>*Religious holidays are subject to confirmation</i>			

## **2. Introduction**

The Founders of Emirates Canadian University College (ECUC) are the Government of Umm Al Quwain represented by His Highness Sheikh Saud bin Rashid Al Mu'alla, the Ruler of Umm Al Quwain, and his partners (dedicated businessmen.)

His Highness is very optimistic about higher education in UAE and has a distinct vision for contributing to the social, educational and economic development of the Nation. ECUC, therefore, utilizing the best of the Arab and Canadian models of higher education, will be operating in the multicultural Arab country. ECUC is an independent institution. The language of instruction at the University College is English. All administrative functions are conducted in English, whereas the departments which do not work directly with the students may prefer Arabic according to the needs decided by each Staff.

### **2.1. The Institution and its Accreditation**

The Emirates Canadian University College, located in the Emirates of Umm Al Quwain. The University current location is a temporary location with a built-up area of 6570 sq. comprising main building (Ground floor, First floor & Roof floor), Library block, HR & administrative block, a Cafeteria, a sports complex & parking spaces to accommodate 60 cars and 2 buses within the premises. The main Building comprises of offices, Class rooms, Labs which contributes around 22% of the built-up area. The class rooms are well equipped with interactive smart boards, multimedia projectors and the labs are equipped with high configuration computers and devices to ensure the high quality output for the students. A new ECUC campus –Phase 1with a built-up area of 17850 sq. comprises of Modern classrooms, theatres & lecture halls, sports hall, library, workshop, Administration and a restaurant is been planned to setup at the Khalifa city, Al salama district which can cater all the educational needs of a modern University. ECUC is officially licensed from 8 March 2008 to 31 July 2014 by the Ministry of Higher Education and Scientific Research of the United Arab Emirates to award degrees/qualifications in higher education.

### **2.2. Governance and the Board of Trustees**

The University College is governed by Board of Trustees, consisting of members from various fields of endeavor; the President of the University College is also an ex-officio member of the Board. The Board has its own by-laws and elects a chair for an annual term.

### **2.3. ECUC Vision**

The vision of Emirates Canadian University College is to become one of the pre-eminent higher education institutions in the United Arab Emirates and be well recognized around the Middle East.

### **2.4. Purpose Statement**

Emirates Canadian University College is a private educational institution with a distinct identity the primary role of which is to provide fair and equitable learning opportunities for able and deserving students in the United Arab Emirates and neighboring countries. The institution is dedicated and determined to organize and offer challenging educational programs applying all the possible advanced modes of education. Furthermore, the Institution will apply its resources and will endeavor to contribute substantially to human knowledge and scientific research in order to pave the way for higher education in UAE and to meet the requirements of the society.

The University College is committed to employ and retain internationally qualified faculty with varied experience to offer professional baccalaureate and master's degree programs that are primarily career-oriented, yet integrated with the liberal arts and sciences.

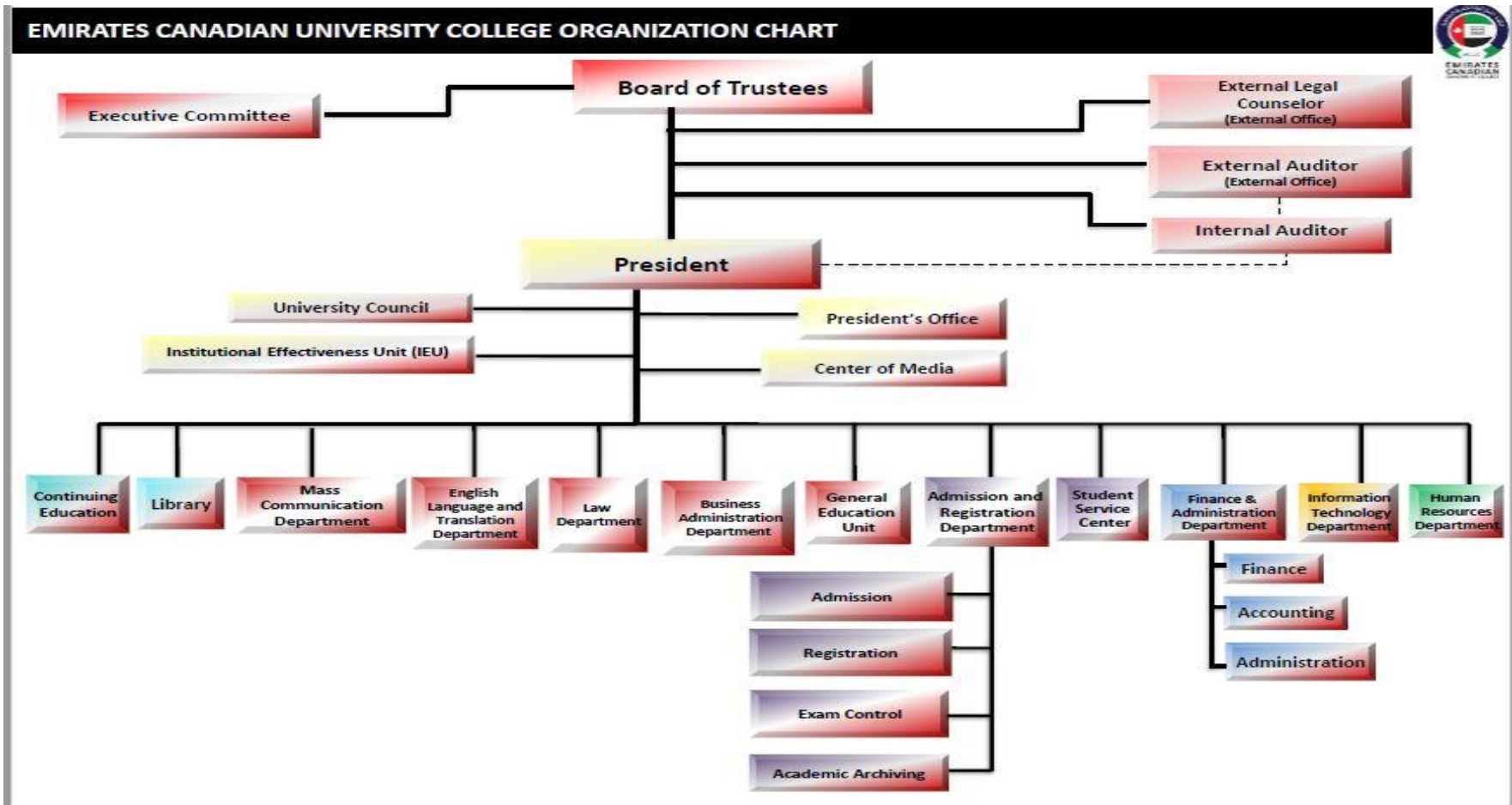
### **2.5. ECUC Mission**

The mission of Emirates Canadian University College (ECUC) is to educate students to meet the challenging educational and cultural needs of the UAE society through teaching, scholarship and public service. The University College seeks to provide both students and the larger community with the educational and cultural tools they need to thrive in a complex world. ECUC adopts the Canadian education perspective but with an objective of contributing to UAE's society and keeping the Emirates diverse cultures and values in harmony with it.

### **2.6. Philosophy**

ECUC acknowledges that a high standard in higher education is possible only by maintaining academic and professional excellence in the faculty, staff and students. Only the pursuit of excellence by the institution guarantees respect and credibility both from the local and the international communities. The University College is confident of prominent role it will play in fostering educational and technological advancement in the United Arab Emirates and the region.

### 3. ECUC University Organization Chart





### **3.1. Institutional Agreement**

ECUC understands and is willing to implement Programs adapting technologically advanced methods to achieve the expected goals set high on Canadian System of Education, sustaining the traditional and cultural values of the people of UAE. While tailoring the system to blend in harmony with the political and economic climate of UAE and to suit the requirements of its people, ECUC stands pledged to maintain the advanced and unique standards of Canadian System of Education which we recognize as more liberal and flexible.

With such admirable characteristics and high degree of adaptability Canadian System will be ideal for the social and economical conditions in the Middle East; to educate its youth and to mould its future.

ECUC has made the diverse North American learning culture its model to serve the people of UAE and the region. ECUC is keen about keeping harmony between the imparting of education and the cultural values of the region. ECUC will recruit qualified Faculty with Canadian experience and academicians and institutional researches who will be supported by modern teaching tools and facilities.

### **3.2. The Core Values of the University College**

We believe that the key to establishing a truly great organization is an intense emphasis on the values that guide the creation and maintenance of the institution. ECUC endeavors to achieve its mission relentlessly abiding by a set of nine core values that define its character and color its person.

#### **3.2.1-Student Centeredness**

We believe that students are the future hope of a nation. Every student is unique and bears potential. What is therefore instantly required is to help them realize their worth, their goals and their responsibilities. ECUC therefore strives to provide a stimulating environment to assist students in evoking their talent and to enhance productive learning. Through team spirit ECUC is resolute to create an environment conducive to the growth of each student's talent.

#### **3.2.2- Commitment**

Each of our actions, we firmly believe, amply manifests the level of our dedication to the community and to the Department. We are, therefore, pledged to achieving, retaining and ameliorating the standards and rendering the service in the vaneer of excellence maintained thoroughly. Only the fine finish of efficiency in course of imparting, promoting and supporting the educational offerings, we admit, can work as the society today is very competent, and to flourish with the fast pace of the

world, the institution or individual will have to move through nothing but the corridors of competence and efficiency. ECUC strives to uphold the vision and mission of the University College and furnish a safe, healthy and stimulating experience for its students.

### **3.2.3. Accountability**

We acknowledge and honor every individual's roles in the University College. Nonetheless, we hold our selves responsible for the processes, decisions and outcomes within our scope of influence. In order to consistently improve and advance our systems and strengthen our organizational performance we need to consistently work hard, applying all possible expertise.

### **3.2.4-Respect**

We believe that variety is the spice of life so we appreciate and encourage differences in opinion and diversity in thought-angle but we do emphasize team spirit in creating a mutually supportive atmosphere to suit today's multicultural environment. We treat each other with dignity, and heartily welcome contributions, regardless of position, within the University College.

### **3.2.5- Integrity**

The essence of our policy rests in honesty and righteousness which is also the crux of our institutional integrity. Consideration of ethical values will form the basis of any decision, which will after all turn out in the interest of all. Faith in ourselves and the community we work for is so firm that we demand the highest ethical standards from all of us.

### **3.2.6- Exceptional Service**

Gradual enhancement of the competence level of the faculty and staff is the dire need of the day. ECUC has a specific objective in its policy for the same. We are assertive to provide latest technological resources so that our staff keep progressing, unhindered. There is sufficient room in our budget for faculty training and other such interactive measures which contribute to the needed advancement. ECUC has a focused purpose of providing wholesome, enriched and continuous learning opportunities that elevate the well-being of the society and lead to greater self-sustenance.

### **3.2.7-Communication**

Communication measures need be enlivened. It is the finest means for attaining the end. In absence of stronger means of communication, the vision and mission,

no matter how high or great they are, remain confined, as if throttled, mutely unattainable. We are keen about developing influential and meaningful relationships in our teams that foster growth and harmony. We are resolute to employ all possible tools to ensure that the University College's vision and mission are clearly conveyed and its objectives fully understood.

### **3.2.8-Commitment to Individual Development**

We are fully alert about quality and cannot compromise it at any cost. The quality of faculty and staff is our capital, our asset, and it is a significant guide on the path towards success. Our faculty members are provided with the latest technology in their respective fields. We are committed to support their continued growth and development through ongoing training and the maintenance of an equitable, respectful, satisfying and empowering workplace as well as timely exposure to the latest development in their respective fields.

### **3.2.9- Creativity**

The University College promotes and rewards creativity and innovation in the pursuit of academic excellence. The University College not only encourages its students and faculty to advance in their chosen field but also motivates them to improve their other talents by providing them all possible facilities and guidance.

## **3.3. ECUC Goals & Objectives**

The goals & objectives are as follows:

### **A. To empower students to base their learning, and adapting it to their cultural heritage and background.**

#### **Objectives:**

- A.1. To ensure an academic and challenging environment that will help the students to develop their innovative and leadership skills given their background and culture.
- A.2. To motivate students, make the optimum use of knowledge acquired with a view to apply it to the needs of their culture and background.

### **B. To assist the students, apply their knowledge, skills and training in their jobs.**

#### **Objectives:**

- B.1. To ensure education that will help students to enhance their skills—computer skills, communication skills, interpersonal skills etc.

- B.2. To help students become efficient and effective in the highly competitive and technologically advanced environment.
- B.3. To assist the students in moulding their personalities and make them competent in the global job market by equipping them with skills and know-how to face any challenge encountered in their career.
- B.4. To provide an effective curriculum and skill development program that will have a knowledgeable band of students who are geared to rise up to any challenge.

**C. To furnish academic programs, services, facilities, and technologies essential for team functioning and learning for students full-fledged intellectual development and personal improvement.**

**Objectives:**

- C.1. To provide and keep an encouraging learning atmosphere in the classroom affecting positively physical and psychological factors.
- C.2. To analyze and use traditional and innovative approaches of learning for identifying appropriate techniques.
- C.3. To prepare and use curricular and co-curricular activities to widen knowledge and skill essential for interactive functioning in an interdependent world.
- C.4. To assist students, improve their group dynamics and social skills to function in different contexts
- C.5. To employ continual assessment and review of the objectives and the learning outcomes of activities, courses and programs to detect strengths and weaknesses, and use corrective measures to overcome weaknesses.

**D. To inculcate in the students, the essentiality of ethics, good behavior, accountability and professionalism.**

**Objectives:**

- D.1. To help students to annotate, critique, and review their preferred ethical orientation in relation to moral bases
- D.2. To assist students to recognize these bases in personal and public discourse, and adapt to frameworks other than their own by applying this knowledge.
- D.3. To allow students to practice the reasoning skills necessary for rational debate in matters of both personal and social morality.

D.4. To encourage students to actively participate in co-curricular activities to assist in fostering cross-cultural bounds.

**E. To promote the growth of critical thinking and lifelong learning.**

**Objectives:**

E.1. To define the development of critical thinking and so enhance the learning and development experience of all staff and students

E.2. To foster the development of skills necessary for critical and creative thinking, proactive response and self-directed learning

E.3. To show students means to evaluate complicated real-life issues and determine actions to address them.

**F. To accommodate students for successful career placement through the provision of professional and business networking.**

**Objectives:**

F.1. To help students to choose the appropriate career suitable to their possible future jobs.

F.2. To provide field experience through practicum.

**G. To develop the University College research capabilities within the context of applied learning, and provide a dynamic learning environment for students, staff and faculty to induce teaching/learning by means of research and scholarships to serve the profession and community at best.**

**Objectives:**

G.1. To enable students to develop professional skills for conducting research studies.

G.2. To provide research facilities for conducting and promoting research studies

**H. To retain faculty with diverse experiences and qualified educators with industry and field expertise.**

**Objectives:**

H.1. To encourage faculty for continuous self-development to improve teaching, promote continuing faculty development that enhances teaching, interaction and contribution.

H.2. To hire and develop highly qualified/specialized and enthusiastic faculty and staff and to encourage integrity, honesty and ethical behaviour amongst all

stakeholders

H.3. To cultivate critical thinking to enhance learning and the development of the experience of students, staff and faculty.

**I. To plan training, continuing education and lifelong learning opportunities for students, staff and faculty as integral part of the ECUC's activities.**

**Objectives:**

I.1. To ensure that students always have the expertise and soft skills required to successfully complete their degrees, through systematic academic planning, targeted training and continuing education.

I.2. To provide programs and opportunities to meet the needs of the staff and faculty for continuing development as essential activities in the University College.

## **4. The University College Resources & Services**

### **4.1. Technology & Resources**

Information technology has advanced in the world to such an extent that geographical communication boundaries no longer exist.

Information technology (IT) has shaped modern methods of education. Emirates Canadian University College will maximize the use of advance technology in expanding in present and future administrative tasks and in its education offerings. So important is this concept that emerging IT solutions and collaborative tools will be the basis of the IT infrastructure.

Included in the IT network classrooms and other areas of the campus, equipped with data projectors and other technological devices enable faculty members and students to realize their potential for learning with digital and online content.

The University College library designed electronically to draw knowledge from all possible e-sources as well as to distribute it to various stations where active as well as passive learning will take place. A pool of interconnected computers equipped with up-to-date software and applications will comprise the students' resources for their academic and research requirements.

### **4.2. Library**

The Vision of the Library is to support ECUC in building an internationally recognized University College by enabling access to resources of information and providing innovative and efficient services to the University College community. The Library equipped with all necessary facilities making it a pleasant environment for study. It shall hold literature predominantly related to the academic and research programs offered at ECUC. The Library does its best to afford the information resources demanded by the present and future needs.

The Library works to ensure that resources are accessible at all times. The Library catalogue shall be available online and the availability of the resources could thus be checked. It will also allow users to check their transactions with the library. The Library shall maintain a hard-copy and electronic resources that include books, databases, journals, e-journals, CDs/DVDs, audio-visuals, and e-books.

### **4.3. Public Relations Office**

The Public Relations (PR) Office facilitates all governmental processes for the students, faculty and staff easing all transactions related to residency, working permits, and majority of the transactions at the office of transport. In its capacity,

the PR Office grants the necessary official paper work or forms required to ensure the flow of the mentioned processes.

#### **4.4. The Center for Continuing Education & Community Service**

The mission of the Center for Continuing Education at the University College is to provide opportunities for individuals and institutions in the private and public sectors in the United Arab Emirates to improve their professional performance and increase their competitive edge by offering them high quality programs in continuing education. As part of its overall mission, the University College will be engaged in variety non-credit activities that provide lifelong learning opportunities for the students of the region.

The objectives of the program include: (a) the harmonization between the skills of the individual and the needs of the institution through training programs specifically designed to promote institutional effectiveness and individual creativity, (b) the maximization of institutional opportunities for competitiveness and profitability through timely and well-articulated advice to both private and public sectors and (c) the creation of programs designed to develop the skills and performance of employees working in the various organizations in the society.

#### **4.5. The Institutional Effectiveness Office**

The Institutional Effectiveness Office is part of the University College's ongoing commitment to achieving the highest standards in teaching, research, and service by continuously improving its programs and services. Through assessment, the University College analyzes systematically its effectiveness in meeting stated purposes.

The Office of Institutional Effectiveness manages and supports the overall mission and goals of ECUC. The office has a key role in ECUC planning. It also directs survey preparation, data collection, and report preparation that help ECUC take decisions. The Office of Institutional Effectiveness facilitates the accurate flow of data to all management levels.

The duty of the Office of Institutional Effectiveness is not to evaluate single faculty, staff, academic programs or units. Rather, its duty is to assist and coordinate institution-wide all efforts that lead to fulfill the institution mission and goals. The success of the institution is reliant on truthful and systematic efforts from every department and program at every level of the process.



## **5. Admission Policy and Procedures**

Students are offered admission irrespective of their national origin, color, gender, disability or religion to all the rights, privileges and programs offered by the University College. Students seeking admission at the undergraduate level should have completed their High School successfully and should have secured the respective certificate with the required percentage for the program that they select to pursue.

The Admissions Office will look over all the applications that meet the minimum requirements and invite offers to the best applicants to join ECUC. The criteria considered by the Admissions Office during the admission process are as follows: the levels of courses achieved by students, overall grades in high school, any standardized test scores that have been taken or asked for, the closeness of the relationship between test scores and grades, any essays used for admission purposes, personal or academic recommendations or references, the validity of extracurricular clubs, societies and activities that relate to the program of study, and the comparison of an applicant's overall ability set against that of other applicants.

Students are granted admission for a specific semester for which they apply and if they, by any reason, fail to join the University College that semester, their right for admission will be nullified and they will have to follow a new admission procedure the next semester, unless otherwise advised by the University College.

Regular attendance and participation are required from all students in all class meetings, lectures, laboratory sessions and seminars. Students are not permitted to pursue degrees through correspondence or by merely passing the University College examinations.

The language of instruction throughout the degree program is English; proficiency in English language both oral and written is a decisive factor in determining the success of the student in the University College.

### **5.1. Policy on Discretionary Authority**

The University College has the right to reject admission to candidates who furnish faked documents to claim eligibility for admission. The University College also reserves the right to deny a request for readmission from a student with a history of fraudulence.

## 5.2. General Admission Requirements

Every applicant is required to submit the following documents:

1. An official secondary school graduation certificate, which has been certified by the necessary bodies.
2. A non-refundable fee of AED 300 for application.
3. Seat reservation: AED 1000 (Non-refundable, deducted from the tuition fees)
4. Student insurance: AED 500 (refundable after graduation)
5. Six recent passport-size photographs.
6. Official reports of grading from over the last three secondary school years and again certified.
7. An admission application. This must be fully completed.
8. An overall average of sixty (60) % in the UAE High School Certificate or its equivalent or greater is needed for entry to the program.
9. Copy of a valid passport with residency page for expatriates.
10. Test of English as a Foreign Language (TOEFL) score or equivalent (IELTS Band Score), if obtainable at the time of application.
11. Certificate of good conduct from the police department for UAE Nationals and resident students.
12. The necessary documentation for either the early, regular or transfer admission.

Applicants must be able to secure a score of at least 173 on the Computer-Based TOEFL (CBT) or 61 on the Internet-Based TOEFL (IBT) to be admitted to ECUC. These scores are only valid for two years after the test has been taken. Students who do not score at or above the minimum level but in other areas meet ECUC standards may still be admitted, but will spend time in the Intensive English Program (IEP) at ECUC. Only when meeting the minimum required level of English Language Proficiency/TOEFL they will be allowed to enter the main programs they wish to study. Students who do not meet the English language requirements are required to study at least one semester in the IEP and must obtain the necessary 173 CBT/61 IBT on TOEFL to be eligible to move across into their chosen field.

### **5.3. Application Procedure**

An application form must be completed by each applicant. These forms are available at the Admission Office. Completed forms must be submitted before the dates announced by the University College. No late applications will be accepted.

An accepted applicant in any bachelor's degree program offered by ECUC must:

- Be a graduate from a secondary school or its equivalent with a grade that satisfies the department requirement.
- Demonstrate acceptable competency in English equivalent to a TOEFL score of 500 paper based or 173 CBT/61 IBT or its equivalent of a standardized English language test. Those not meeting the above mentioned level will be required to undergo Intensive English remedial program and they must score the level stated above to be allowed to register in an academic program of the University.
- A non-refundable application fee of AED 300 to be paid before taking the placement test.
- Satisfy all other requirements of admission.

### **5.4. Admission as a Transfer Student**

A Student who needs to transfer to ECUC from another academic institution must submit an official transcript only from an accredited university. Student's acceptance will depend on the following criteria:

1. The High School Diploma is recognized and approved by The Ministry of Education.
2. The student must not be on probation or dismissed from the institution from which they are transferring. It is expected that a student has a clear record in this regard. ECUC does not necessarily expect a minimum Cumulative Grade Point Average (CGPA) as this depends on the university or academic institution the student is transferring from.
3. The student is currently attending an accredited higher education institution that offers a comparable learning experience equivalent to ECUC. They should also have successfully completed at least one semester there.
4. Before being admitted to the institution the student is transferring from, the minimum admission requirements of ECUC should have been met at that time.
5. The Student should possess a minimum GPA of 2.0 on a scale of 4 or an equivalent.

6. Credit will be given for classes completed with a C grade minimum.
7. The number of credits of the transfer courses should be equivalent to those offered by ECUC.
8. The contents of any course covered elsewhere must be equivalent to those offered by ECUC.
9. The student may transfer up to, and not exceeding, fifty percent (50%) of credits toward their degree at ECUC.

The student must pay a non-refundable fee of AED 200 as part of the evaluation process. This fee is, however, deductible from tuition fees once the applicant has joined.

Any decision with regard to the awarding of credits is made only by the nominated chairperson at ECUC in the academic division.

### **5.5. Non-Degree Admission**

ECUC offers the provision where non-degree admission can be taken up by a limited number of students who are able to join undergraduate credit courses. Enrollment of these students in undergraduate courses is naturally limited to available space. Non-degree students are limited to a total of twelve (12) credit hours per semester and a total of thirty (30) non-degree credit hours.

Any credits gained in courses with a grade of C or better at ECUC with a non-degree status may be reassigned and added to a full degree program if the student later applies to an undergraduate degree program.

Students who have non-degree status are expected to abide by the same Student Code of Conduct standards as degree students. All students must maintain a 2.00 GPA. The full academic regulations for degree programs and courses apply in this case as well.

### **5.6. Transferring from Non-Degree Status to Degree-Seeking Status**

To change status to one of the 'degree-seeking', a non-degree student must fulfill all ECUC admission requirements for the semester when students intend to begin studying. All students must submit the required application information and follow-up documents to the Admissions Office. Students given permission to transfer from the non-degree to degree status must have finished at least twenty-four (24) credit hours of non-degree coursework while studying residentially at ECUC, and must have at least a cumulative GPA of 2.00 for all non-degree coursework taken at ECUC prior to this time. Students can transfer no more than thirty (30) credit hours

earned in courses passed with a grade of C or higher when they have been taken in a non-degree status course at ECUC and then can be carried forward toward a degree program.

### **5.7. Tuition and Fees for the Non-Degree Program**

Tuition fees for students designated as non-degree, who are enrolled in undergraduate courses, are identical to those of degree students.

### **5.8. The Offer of Admission**

Admission is granted to the semester the student has applied to. A granted student may request to defer his admission provided that the request is made in writing, subjected to seat availability and meeting the admission criteria. A deferred admission must be utilized in the following semester of the originally granted one.

The University College holds the right to withdraw an admission offer made if the requirements provided by the applicant haven't been met or have been false fully obtained. In the event of an admission withdrawal, credits earned at ECUC will be withheld.

### **5.9. Admission Deposit**

A non-refundable and non-transferable admission deposit of UAE Dirhams 1365, mandatory on all applicants, is required to reserve a seat for the applied semester. The deposit must be made before the deadline mentioned in the admission letter. Deduction of the deposit towards a student's bill will be made upon their admission to the University. The deposit may be used in the instance of an approved request for a deferred admission.

### **5.10. Visiting Student Admission**

Visiting students who are studying for a degree at another academic institution but would like to study at the ECUC in the Fall, Spring and/or Summer semesters will be dealt with on an individual basis. Students may be on this visiting status at ECUC for up to one year. They must complete an Application and present documents from their

regular university to the Admissions Office stating that they are a member of another academic institution, are allowed to return, and are also allowed to follow courses at ECUC. They are also required to meet the English Competency minimum. The Admissions Office additionally requires individuals who are enrolled at an institution where English is not the language of instruction to a submit TOEFL scores.

### **5.11. Applicants with Disabilities**

ECUC can provide extra services to students with particular disabilities. Those who need these services are kindly asked to contact the Head of Student Affairs.

### **5.12. Recognized Secondary School Certificates**

Secondary School Certificates granted by the Ministry of Education and by private schools recognized by their host country will be considered by the University College.

Certificates obtained through recognized qualification authorities, and national and international testing boards are also accepted by the University College. In the case of a two level secondary school certificate, the higher certificate of the two will be considered by the University College.

### **5.13. Deferred Admission**

Students who have been admitted may defer their entry to ECUC for a maximum of one academic year. Students who decide to defer to a later semester must let the Admissions Office know in writing. This must be done before the first day of class in the semester he/she is admitted to. To apply for deferred admission, students must supply the Admissions Office with an updated application as well as re-supplying an update to any transcripts before the admission deadlines for the deferred semester.

### **5.14. Readmission**

The Admission Office deals with the cases of Readmission for students who have been out of attendance with the University College for over a year. The categories for readmission are as follows:

- **Former Students in Good Standing:** Application for readmission is mandatory for ECUC students who have been out of Department for over a year.
- **Students Suspended from Emirates Canadian University College:** The decision for readmission of ECUC students who have been suspended rests with the Admission Office which will evaluate each case and may grant admission on probation after the student has served suspension. Under certain circumstances, the Head of Academic Affairs may entertain students' appeals for readmission to avoid suspension.
- **Emirates Canadian University College Transient Students:** Students who, after gaining consent from ECUC, pursued their studies temporarily elsewhere may re-enter the University College utilizing the Readmission

process provided they present clear and valid records. However, if they attended the other institution without gaining approval from ECUC they will be allowed to return as Transfer Students only.

### **5.15. Advanced Standing**

Credits earned at various secondary or post-secondary institutions may be applied towards the completion of a degree at ECUC.

#### **5.15.1. Application for Advanced Standing**

All applications for advanced standing are to be considered by ECUC as part of its policies and each department is to publish its criteria for granting. Advanced standing requests must be made prior to the beginning or no later than two weeks of the semester they are to be offered in. Subjects considered for advanced standing require a minimum passing grade of C.

#### **5.15.2. Granting of Advanced Standing**

The decision to grant or decline an advanced standing will be made by the Chair or designate in consultation with the Committee on Admissions and Standards; the applicant will be then informed of the decision in the form of a transcript. Students who wish to transfer within programs need to have their advanced standing reviewed by the Chair or designate. Amendments to granted advanced standings will be communicated to students in the form of a transcript

### **5.16. English Language Proficiency**

Along with the admission application, both newly applying undergraduate students and non-degree students must show proof of English language proficiency. Exemptions based on applicant's citizenship or attendance of English-medium secondary school will NOT be accepted.

Applicants that satisfy one of the following criteria qualify for exemption:

- Test of English as a Foreign Language [TOEFL] score. Minimum acceptable score is 500 paper-based or 173 computer-based or 61 on the Internet-Based TOEFL (iBT)
- IELTS score (English Language Proficiency Test). Minimum acceptable score is 5.0.

### **5.17. Placement Tests**

The University College has designed placement test to evaluate a student's competencies in English as sufficient knowledge of this subject is necessary for the successful completion of all programs.

All prospective students who do not attain the minimum score on the TOEFL are required to appear for placement tests. The new students who fail to clear the placement test are required to register for a preparatory program designed to furnish the students a learning environment to improve their proficiency in English. With the exception of mathematics, no placement test may be taken more than once. In case of different levels of mathematics encountered in changing programs, a placement test may be re-taken.

Placement tests are to be evaluated regularly against standardized tests that are recognized internationally. Accurate records will be kept of students' performance on placement tests and students' enrollment and performance in preparatory programs or courses. The University College will evaluate regularly the effectiveness of its preparatory programs or courses.

### **5.18. Preparatory courses**

The University College has instituted programs designed to improve the student's competencies in English. If the student is not qualified to study for academic credit at the post-secondary level, he/she can register for the foundation program in English language.

Students who score low on a particular placement test are enrolled in an appropriate course at the foundation level. Students will remain in the Intensive English program until they achieve a proficiency of 500 paper-based or 173 computer-based or 61 on the Internet-Based TOEFL (iBT)



## **6. Registration and Official Records**

Students are required to register officially during the registration phase each semester. Students should adhere to the guidelines of the Registration guide issued from the Office of the Registrar. They are expected to consult the respective advisors regarding the selection of courses. In order to prepare the students well in advance for the registration process the registration period is specifically marked in the academic calendar. As delay in registration would negatively affect the functioning of the system, late registration is not at all appreciated. Nevertheless, genuine cases will be considered and delayed Registration will be permitted, but they will be charged a late registration fee.

### **6.1. Orientation Program**

Orientation Program is the process through which a new student is comfortably introduced and assimilated into the main flux of the University College. Each university College has its own ways of familiarizing new students with its specific regulations and lifestyle on campus. The Office of Student Affairs introduces university College life through campus tours and visits, meetings, lectures, demonstrations and other activities, which prolong for a week. Orientation is a mandatory program for all new students.

### **6.2. Late Registration**

Dates such as admission deadline, examinations, etc shall be posted prior to the beginning of each semester. It is the student's responsibility to adhere to these dates and keep him/her informed about it. A delay in registration subjects the student to a late fee of UAE Dirham 200. Students will be denied attendance to a course if five class days have been completed.

### **6.3. Registration Procedures**

Prior to the registration period, a registration guide shall be made available to the students by the Office of the Registrar. The guide contains extensive information and details on the steps required for registration. The guide will be updated regularly with courses being offered; students are required to refer to the guide in preparation for registration and meeting with the academic advisor.

Registration involves three main steps:

1. Advisement
2. Selection and registration of courses
3. Tuition fees Payment

All new students are required to submit all the necessary documents related to their admission, in particular the ones mentioned in the letter of admission, prior to the beginning of the registration.

Students are not permitted to delay the payment of the tuition fees after the registration period. Special permission may be granted in the following conditions:

- In the event student faces a challenge in paying the registration fees in full; a letter is required to be submitted by the student's sponsor detailing the reasons of the inability.
- A written and signed approval shall be provided by the authorized officials of the University College stating the payment terms and conditions.

If a check is returned due to any reason, an additional amount of AED 200/- , shall be added onto the student account.

### **6.3. Availability of Classes**

The University College attempts to meet student's needs in various ways through its schedule of classes. Classes are scheduled from 8:00 a.m. to 5:00 p.m. Sunday to Thursday. While the majority of courses required for degrees are scheduled between 8:00 and 5:00, it is possible that some classes and some sections of classes are scheduled later than 5:00 p.m. Access to courses and sections of classes for matriculated students is on a first-come, first-served basis determined by the date of registration. Students registering later may have fewer options on the selection of a schedule.

The University College supports students to follow a part-time schedule if the option is in their best interest; this may result in difficulty in registering for every course in every semester. Students with part-time loads and not in regular sequence should consult with their Program Director or the appropriate Department Head.

### **6.4. Cancellation of Registration**

Students are allowed to cancel their registration provided that it's made three working days prior to the commencement of the semester. The request needs to be made in writing and submitted to the Registrar's office. A refund in full shall be granted provided that all the procedures required by the Registrar's office have been followed.

### **6.5. Registration Discrepancies**

Students finding a mismatch in their schedule or are not listed in the roster for classes they have registered for should inform the Registrar's office immediately. The Registrar's office is the only department authorized to clarify and/or rectify the student's registration status.

### **6.6. Transfer Student Registration**

The University College allows the enrollment of students given non-degree and visiting admission provided they have met the necessary academic prerequisites. Course registration and payment in full, similar to that of a regular student, should be made at the Registrar's office. The priority of enrollment to courses with limited seats will be given to students pursuing a degree program.

### **6.7. Non-degree and Visiting Student Registration**

The University College allows the enrollment of students given non-degree and visiting admission status to courses provided they have met the necessary academic prerequisites. Course registration and payment in full, similar to that of a regular student, should be made at the Registrar's office. The priority of enrollment to courses with limited seats will be given to students pursuing a degree program.

### **6.8. Academic Standards and Regulations for Non-degree Study**

Non-degree students must maintain a GPA of 2.0 on a scale 4.0 to be qualified to continue taking courses.

### **6.9. Audit Registration**

Students wishing to attend as auditors for a course are allowed to do so provided they pay the regular fee, obtain a written approval from the instructor, audit courses with adequate classroom and laboratory facilities and with registration for a minimum of 12 credits.

Papers and Exams may be submitted to or accepted by the instructor of the audited course. There will be no credits granted for auditing courses. Students enrolled into an audit course are not allowed to change the status once the semester has started.

The University College is not responsible for the academic progress of an audit student.

Audited courses have a non-refundable tuition fee policy. Students with active enrollment are given priority over new entries for enrollment into courses as auditors.

## **6.10. Class Standing**

A student's class standing is determined by the number of credits hours completed successfully:

0-29 credit hours	Freshman or First Year
30-59 credit hours	Sophomore or Second Year
60-89 credit hours	Junior or Third Year
90 or more credit hours	Senior or Fourth Year

## **6.11. Change of Major**

Students are permitted or may be asked by the University College to change their major provided they meet the pre-requisites and obtain an approval from the Department Chair for the major they are applying for. Degree requirements stated in the catalog for the year in which the change is made, should be followed.

## **6.12. Add and Drop**

Students may drop and/or add courses until the end of the Drop/Add Period as stated by ECUC. Students who wish to do this with courses should first speak to their academic advisors before they take any decisions as such. Courses which are dropped during the Drop/Add period will not be mentioned in students' academic records. Students are also asked to look at the Tuition Refund Schedule before taking any action in this regard.

## **6.13. Withdrawal from Courses**

The withdrawing policy from a course is as follows:

- A withdrawal from a course during the first week of the semester will not appear on the transcript.
- A grade of "W" will be stated on the transcript if a withdrawal occurs between the 2<sup>nd</sup> and 10<sup>th</sup> week of the semester.
- The deadline for accepting course withdrawal requests is the end of the 10th week of the semester.
- A student is financially obligated if they fail to provide written notification of their withdrawal from a course to the Registration office. Abstaining from attendance or refraining from using any services related to the course will not exempt the student from these obligations.
- Should the student decide to take the course in the coming semesters, a registration and a payment for the course need to be made.

- Students requesting to withdraw from a course must be having a minimum of 12 credits in the semester in question. Students may be permitted to reduce the academic load below 12 due to medical conditions and/or special circumstances. In such cases, the approval of the Department Head is needed.
- Drops and withdrawals requested by students are irreversible, non-retroactive and effective on receipt date.
- A student may audit a course they have withdrawn from provided they obtain the faculty's approval.
- A withdrawal made between the 11<sup>th</sup> week and the last day of the semester will register a mark of "WF" and a grade of 0.00 in the transcript. The grade will be considered in the student's GPA calculation.
- If a student withdraws after the 11<sup>th</sup> week due to unforeseen personal reasons and he/she has demonstrated an outstanding performance during the course, a mark of "WP" will be noted on the transcript.

#### **6.14. Administrative Withdrawals**

An administrative withdrawal will be exercised by the appropriate officials in instances where it is in the best interest of the students in the long run. Reasons for such a withdrawal include delinquency in making payments, poor health, inappropriate personal behavior, plagiarism, failure to respond to requests made by official personnel and/or an excess of absenteeism.

##### **6.14.1. Withdrawal from the University College**

Students could choose to leave ECUC for a number of solid reasons. Students are expected to do so by tendering a signed withdrawal application to the Registrar's Office. Leaving ECUC shall lead to a grade of W being recorded. Withdrawing from ECUC after the deadline shall lead to a grade of either WP or WF. This depends on the grades the student achieves up to the point of withdrawal.

If a student withdraws from ECUC, this schedule of the refund applies:

One week before the first day of classes	100% excluding the seat reservation deposit of new students
Before the end of the first week of classes	100% excluding non-refundable deposits
During the second week of classes	50%
During the third week of classes	25%
After the third week of classes	0%

No refunds shall be made after the end of week three. No refund shall be given in respect of any application, activities or other fee in the case of special services carried out for students.

## **6.15. Student Academic Record**

### **6.15.1. Permanent Record**

Students are held accountable for making sure their records are accurate while studying at ECUC. Records include, but are not limited to, personal information, degree and/or area of specialization and grades achieved. Student's records are kept in the Registrar's office. Students have the right to see their records.

### **6.15.2. Transcripts**

Official ECUC transcripts are to be requested from the Registrar's Office. Transcripts are only released when the concerned student signs a request form. ECUC only gives out complete transcripts, and not in parts. ECUC will not release anything from the students' files without written consent from the student. ECUC does not make copies of transcripts or other official documents in the student's file issued from other Departments or universities.

### **6.15.3. Privacy Rights of Student Records**

Students have the right to access their own official records or to release it to any individual or group. They are required to make a request in writing for the same. In case they wish to keep their data and records confidential, students must submit a written request informing the Department not to release any data or information to any other person or group. Such requests are to be submitted to the ECUC Registrar's Office.

All records subject to such objections will be released from the student directory only after the written consent of the student is received by the office.

ECUC allows its campus officials and employees to access student's records if there is a justifiable educational interest in doing so. Examples of these are those people who have responsibilities with regard to the administrative, academic, or service functions of ECUC and have a sound reason for using student records.

Information may also be disclosed to other people or organizations under certain specific conditions. For example, this may be part of an official request or program evaluation; it could be in response to a court's order related to financial aid matters; or to do with institutions the student is transferring to.

## **7. The University College Departments & Undergraduate Programs**

The University College has four academic Departments offering undergraduate degree programs. The detailed information about concentrations within the majors is given in the catalog section of the department offering the major.

### **7.1. Department of Business Administration**

- Bachelor of Science in Business Administration majoring in Accounting
- Bachelor of Science in Business Administration majoring in Finance & Banking
- Bachelor of Science in Business Administration majoring in Real Estate Development & Investment.

### **7.2. Department of Mass Communication**

- Bachelor of Arts in Mass Communication majoring in Journalism (print and electronic)
- Bachelor of Arts in Mass Communication majoring in New Media
- Bachelor of Arts in Mass Communication majoring in Public Relations

### **7.3. Department of English Language**

- Bachelor of Arts in English Language and Translation

### **7.4. Department of Law**

- Bachelor of Law

Each specific degree program has further major and major-related requirements that are detailed in the catalog section of the department offering the major.

**Caution:** This catalog comprises of the program structure, course offerings and their requirements, which is not an irreversible document. It is not a declaration made once for all, as it is under continued perusal and revision, and therefore has sufficient room improvement, whenever felt by the committee members assigned for this task. This catalog and the content therein are also subject to amendment during any semester, and the requirements for the program may be increased or reduced. Students should be aware that the University College reserves the right to revise any of the requirements. They assume full responsibility towards the requirements and its adherence under all circumstances.

Graduation requirements for the students are prescribed in the student catalog in effect at time of his/her matriculation. It is to be noted that to graduate, a student must successfully complete at least 120 credits and acquire a cumulative GPA of at least 2.0. In case of change in credits associated with a course, the total credits required for graduation in the program may also respectively change. All such procedures are supervised by the Chair Person and any major changes in course offerings are equivalently reflected in the Graduation Requirements.

### **7.5. Graduation Requirements**

- Graduation requirements include the successful completion of a minimum of number of credit hours as specified for each major
- Satisfaction of the internship requirement
- A minimum CGPA of 2.0
- degree requirements must be completed within eight years of admission to Emirates Canadian University College

### **7.6. Declaration of Major**

Students normally declare their major for the program at the time of admission in a particular Department. ECUC allows students choose to declare their major before the beginning of their third semester so that they could have wider experience and exposure to various disciplines before deciding for the final declaration of the major.

Catalog of the year is the most suitable guide in the wake of declaration of the major. In case of withdrawal from the ECUC followed by readmission, student will have to follow the requirements stated in the catalog of the year in which admission is being sought.

### **7.7. Free electives**

A grade of D is the minimum requirement for free electives. The choice of free electives may or may not be limited by the respective Department. Preparatory courses may not be used to fulfill free electives requirement.

### **7.8. Internship**

An internship is an education post that lets students have the opportunity to learn practically what they have studied in their classes. Students have the chance to assess the companies they work for and, perhaps more importantly, they are about to take any decisions for their career selection. For many, deciding on a specific career is difficult. An internship can clear up any doubt a student nourishes about a major because it offers a peek into a possible career path that the class cannot give. Furthermore, an internship can assist students weigh their abilities in detail



so that they can understand clearly what is required to be successful in their chosen field. After internship, students will have a better idea as to whether a chosen job meets a particular need, expectation, or goal. If it proves, otherwise students can avoid a loss of time and resources and begin to put in their energies in other career options about which they feel more positive.

The internship is an integral part of the study plan of each University College student. The training period is for 8 weeks, and senior status is generally required for enrollment.

It is imperative that the student does the training outside the classroom where he/she gets exposed to real life environments in order to apply the skills that he/she acquired in the classroom. The Training Office (Internship) in cooperation with the career office will make every effort to establish a database of firms that can absorb the students for practical training each year.

Normally, practical training is done in the summer, but in some cases, the course might be offered during the regular semesters also, e.g. English Language and Translation Program.

### **7.8.1. The Internship Experience**

The student and the Field supervisor should work closely over the decision for the overall program that meets the needs of the student. This should be completed with the help and advice of the Faculty advisor responsible for the internship program; this should include a number of opportunities to experience administration, as well as development of programs and leadership courses. Wherever possible, the internship should give the student experience in and an overall knowledge of a variety of professional events in the area of specialization. Internship students are given the opportunity to take part in administration meetings that are relevant to their prescribed duties.

- Work at least 8 weeks during the regular hours of the selected firm or organization during internship.
- Submit Internship Final Report upon its completion.
- Stay in regular contact with his/her Faculty advisor during internship either through e-mail or snail mail.
- Have an exit interview with his/her Faculty advisor after submitting the internship final report.

## **8. Student Finances**

## 8.1. Tuition

### ECUC Tuition Fee for New Students

<b>SL</b>	<b>Description</b>	<b>Amount UAE</b>
<b>1</b>	Application Fees	<b>300</b>
<b>2</b>	Admission Fees	<b>1,000</b>
<b>3</b>	Late Registration Fees	<b>250</b>
<b>4</b>	Change Major Fees	<b>200</b>
<b>5</b>	Student ID Fees	<b>150</b>
<b>6</b>	Student ID Replacement Fees	<b>150</b>
<b>7</b>	To Whom It May Concern Letter Fees	<b>30</b>
<b>8</b>	Grade Review Fees	<b>200</b>
<b>9</b>	Return Cheques Fees	<b>200</b>
<b>10</b>	Incomplete Exam Fees	<b>400</b>
<b>11</b>	TOEFL Exam - ECUC Students	<b>600</b>
<b>12</b>	TOEFL Exam - Outside Applicant	<b>650</b>
<b>13</b>	IELTS Exam Fees	<b>1,100</b>
<b>14</b>	Course Description Fees	<b>100</b>
<b>15</b>	Official Transcript fees	<b>100</b>
<b>16</b>	Graduation Expecting Letter Fess	<b>50</b>
<b>17</b>	Activity Fees	<b>100</b>
<b>18</b>	Foundation Certificate Fees	<b>500</b>
<b>19</b>	Official Statement Fees	<b>200</b>
<b>20</b>	Locker Rent Fees	<b>60</b>
<b>21</b>	Bus Fees Fall & Spring Semester two Ways	<b>1,600</b>
<b>22</b>	Bus Fees - Fall & Spring Semester one Way	<b>1,000</b>
<b>23</b>	Bus Fees - Summer Semester	<b>800</b>
<b>24</b>	Copying Fees	<b>0.25</b>
<b>25</b>	Student Resident Fees	<b>500</b>
<b>26</b>	Equivalency Fees	<b>500</b>
<b>27</b>	Graduation Certificate Fees	<b>700</b>
<b>28</b>	Graduation Certificate Letter Fees	<b>200</b>
<b>29</b>	Graduation Certificate True Copy	<b>250</b>
<b>30</b>	Foundation Certificate True Copy	<b>250</b>
<b>31</b>	Book Fees	<b>120</b>
<b>32</b>	Bachelor Tuition Fees / Per Hour	<b>975</b>
<b>33</b>	Foundation Tuition Fees / Per Subject	<b>2,000</b>
<b>34</b>	Refundable Deposit	<b>1,000</b>

## 8.2. Payment of Fees

Students applying for admission must ensure that all documents required are complete before registration begins.

Students cannot defer fee payments except:

- Submitting a letter that explains the reasons why the student is unable to pay the full fees of registration. This letter must be submitted before or within the registration period.
- The student receives an approval letter signed by a university College official stating the new schedule of payment

A fine of AED 200 will be charged to the balance of the student account for a returned check due to insufficient balance.

### **8.3. Payment Options**

#### **8.3.1. Full Payment**

All tuition fees must be paid on the registration day. What this means is that all students pay the tuition fees in full upon the finalizing of the registration process.

### **8.4. Deferred Payment Scheme**

If students decide to take part in the Deferred Payment Scheme, (DPS) they are required to pay twenty five (25) percent of their tuition fees on the completion of their registration. This includes the enrollment deposit for those students who have been recently admitted.

The remaining seventy five (75) percent is paid over a three-month period. Each payment is made on, or before, the third of each month (following the month of registration).

### **8.5. Late Fees and Fines**

Late fee and fine include late book returns, breakage/replacement charges and late tuition fee payment. Both ECUC students and employees must adhere to the rules, regulation and deadlines concerning these.

### **8.6. Refund Policies**

#### **8.6.1. Refunds on Withdrawals**

Those who pay tuition fees for any term and then later withdraw their registration in the Registrar's office before the first day of the semester as is mentioned in the Academic Calendar are at liberty to expect a complete refund of tuition fees. After classes begin, students who withdraw formally from ECUC may only be permitted

a partial refund of tuition fees. This refund is founded on withdrawal date. A withdrawal application must be sent to the Registrar's office. Pending the application, the withdrawal is not considered official until all processes have been completed. Notice of withdrawals must be in writing, and it's effective only from the date on which they are accepted by the registrar's office. ECUC keeps to itself the right to debit the refund from any student's outstanding debts due to the institution. Refunds are made only in agreement with this schedule:

<b>Withdrawal from the University College</b>	
	<b>Refund</b>
One week before the first day of classes	100% excluding the seat reservation deposit of new students
Before the end of the first week of classes	100% excluding non-refundable deposits
During the second week of classes	50%
During the third week of classes	25%
After the third week of classes	0%
<i>*Refunds for summer session withdrawals are prorated.</i>	

Students will be charged at the standard rate for the number of credits used. Once they have made a complete payment in advance, then only they will officially withdraw from a course at ECUC.

When students postpone their admission date to the following semester or withdraw from the program their fees credit will be forwarded to the same semester. Fee refunds will only be made to those who end their course at ECUC with an expectation that they will not register for courses again in the future.

The schedule for refund relates to tuition for courses that are credited or audited, and the Intensive English Language program. The Student Services and Activities Fee, the Application Fee and special charges in particular circumstances are not refundable.

### **8.7. Refunds on Dropped Courses**

The enrolled students dropping courses during the first four weeks of the Fall and Spring semesters and during the first two weeks of Summer Semester will receive a 50% refund of the tuition fee. After the fourth week of Fall and Spring semesters and after the 2<sup>nd</sup> week of the Summer semester, they will not be entitled for any refund of their tuition fee.

## **8.8. Financial Responsibility**

Students are required to meet all financial responsibilities to ECUC. If anyone writes a bad check unknowingly or fails to meet any or all financial obligations, it will be treated as a case of lack of financial responsibility. If it is discovered that a bad check has been written deliberately, the matter will be handed over to the police.

Students who are found to have written two (2) bad checks (unless the problem is due to an error on the part of the bank) for tuition fees, for payment of any debts, or for purposes of cashing checks, will forfeit check writing and en cashing for the remainder of the current academic year.

Moreover, a student who has entered a bad check (unless the problem is due to an error on the part of the bank), will be reported and made liable to pay any or all bank charges. It is the responsibility of students to present proof of error on the part of the bank. Encumbrances and checks which have been returned must be cleared by a cash payment or by the use of a cashier's check. Returned checks will not be deposited after the first failure. If the check was entered towards payment of tuition fees, the return of the check after the closing registration will result in AED 500/- as a late registration fee in addition to the charges the bank make.

Any student who has not completed financial obligations at the end of any semester may have records changed to show the student's non-enrolled status for that semester, and no grades will be issued. There will be an additional AED 500/- that is to be paid as a reinstatement fee attached to the outstanding debt. For students to be allowed to enroll in following semesters, all penalties and balances must be settled completely.

Students who fail to meet their financial commitments may face being forced to withdraw and be disqualified from registering in a new term. Credit Statements or transcripts will not be given out to or on behalf of students until all financial commitments have been met.

## **8.9. Financial Aid**

Students with a cumulative grade of 95% and above in the qualifying examination will be granted a 25% concession in their tuition of first semester as a scholarship. This scholarship is limited to the first semester only.

Students with a cumulative grade of 90% and above in the qualifying examination will be granted a 15% concession in their tuition of first semester as a scholarship. This scholarship is limited to the first semester only.

A merit scholarship of 15% discount on the tuition fee will be granted to students whose CGPA is 3.6 or above on a 4.0 scale in every semester. This merit scholarship will be effective the next semester. Failure in any course will cause a student not be eligible for the scholarship.

### **8.10. ECUC Merit Scholarship**

Merit Scholarship for outstanding freshmen to cover 25 % of tuition fee at the ECUC. The conditions for the award are:

- The freshmen applicants who secured 95 to 100 % of marks in high school final are eligible for 25% tuition scholarships
- The freshmen applicants who secured 90 to 94% of marks in high school final are eligible for 15% tuition scholarships
- All application for the award must be tendered to Admission/registration office on or before the notified date.
- All applicants meeting the above requirement will qualify to receive the award.

### **8.11. Family Tuition Grant**

Family grant is offered to those parents who have more than one child enrolled at the University College. The conditions for the award are:

- 20% fee concession for the second child and 30% the third child and further additional children.
  - > The 1<sup>st</sup> child will pay full tuition fee.
  - > The 2<sup>nd</sup> child will pay 80% of tuition fee.
  - > The 3<sup>rd</sup> child will pay 70% of tuition fee.
  - > The 4<sup>th</sup> Fourth child pay 00% of tuition fee.
- The concession will be available for a maximum of 4 years for each child.
- The aware children must be of the same father.
- The grant will be withdrawn in case any of the siblings register lesser than 12 credits or is suspended from the University College

## **8.12. Rules for Maintaining Financial Aid**

Students will become ineligible to receive tuition fee grant or other aids for the next term if their semester load fell below 12 credit hours, or placed on academic/behavioral probation, or are suspended from the University College

For registered students on Tuition Fee Concession

- Semester GPA of 2.5 or better
- CGPA of 3.0 or better
- Must maintain standard course load (12 credit hours or more)

## **9. Academic Rules and Regulations**

### **9.1. Academic Regulations**

Students are held accountable for their academic requirements, conduct, and personal property at ECUC. We expect students to confine themselves to the best personal and academic behavior and honor as adult members of an academic society. Each student is responsible for following the information, systems, and his/her level. If a student fails to read, comprehend, and follow ECUC rules, he/she is not free from whatever penalties may follow for a transgression of any rules. Ignorance and unawareness are not mitigating factors in any regard. They are also answerable for the safeguarding of their academic position. They should get the necessary approval from an academic advisor for their program needs. Students are also strongly advised to maintain their own personal records of all dealings with ECUC. These should include any registration plans and duplicates of advisement forms, grade descriptions, records of payment, and so on. Also, when possible, students should keep duplicates of all exams, tests, essays and papers which have been submitted as coursework on the courses they are formally registered as being part of.

### **9.2. Advising Policy**

Academic Advisement is the basis of the scheme of our educational framework. Faculty members who are effectively trained become Academic Advisors and are chosen for their ability to assist students to find and follow academic or applied-technology goals. They guide students to choose the right courses and class timetables from the beginning of the first semester to work on these goals. Students are given faculty advisors based on their major subject specialism/specialization. Advisors at the Advising Office will help students who have not stated a major for Academic Advisement. All first year students are required to have an advisor who will then approve and sign their schedules.

Advisors help students become familiar with the educational system followed by ECUC. They assist students in understanding and becoming familiar with the course requirements; map out their priorities, help students decipher test scores, observe student advancement toward graduation, and help students with working out major and/or career choices. Academic Advisement assists students in reaching their educational possibilities by assisting them in discovering new goals and evaluating them in their progress and training them to use the available resources on site in order to attain their goals.



Students must assume the full responsibility for meeting all requirements recognized by ECUC for their Degree. A student's advisor may not presume to take on these responsibilities. Any change, waiver or exemption from any requirement or academic standard may be carried out only with the necessary approval.

### **9.3. Students Responsibility**

It's entirely students' responsibility to get themselves familiarized with the content of this catalog and to strive for its observance. Furthermore, the statutes of rules and regulation are also available in the Registrar's office to be procured on request. Student's ignorance about the rules and regulation will not serve as a mitigating factor in any regard. Although the University College personnel (advisors, faculty members, registrar, departmental staff and all) will be assisting and guiding them, it is their responsibility to meet the academic requirements, meet the deadlines, follow the instructions and observe the injunctions, regulation and policies outlined by ECUC. In case of ignorance and lack of awareness of the aforementioned, they themselves will be held responsible.

### **9.4. Course Code, Level, Title and Credit Hours Information**

Each discipline furnished by ECUC has a summary code of three or four letters, followed by a number which indicates the level.

#### **9.4.1. For Example:**

ACT 292 Principles of Accounting II (3-0-3)' is a second tier course. ACT is the course prefix (which represents accounting) and 292 is the course number. The number in brackets that follows the course title shows the contact hours and credit hours for that particular course. If the occurrence of classes is not mentioned, the course is conducted at the discretion of the Program or Department. Students who wish to inquire should check with academic units and the respective program Department.

### **9.5. Class Periods**

ECUC offers most of its courses on a five-day schedule, from Sunday to Thursday. Classes are normally convened two days per week, for one hour and fifteen minutes per class, or three days a week for fifty minutes each day. Laboratory, workshop, and specialized courses are convened for two or three days per week and will be for one hour sessions. Class length and frequency may alter during the summer semester.

## **9.6. Course Prerequisites**

Advanced level courses, typically with 200, 300, and 400 codes, may have one or perhaps more introductory level requirements. Usually, 200 level courses are for freshman and sophomore students, while 300 and 400 level courses are for juniors and seniors. Specific requirements are usually indicated in the course description. Codes, numbers and titles are those of ECUC particularly.

Courses completed elsewhere with a grade of C or more at an accredited institution of higher education may satisfy the requirement level and so the students will be allowed to transfer their credit hours. This is determined by ECUC. Students must speak to their Academic advisor for acceptance of equivalency and obtain the required permission to join advanced courses. It is the students' responsibility to join the course only after finalizing the prerequisites. Students who do not meet course requirements will be removed by the Registrar's Office from that course.

## **9.7. Course Co-requisites**

A co-requisite course should be taken simultaneously with another specified course, or courses, as is set out by the department. A co-requisite course can also be completed before taking up the course or courses with which it is twinned. Specific co-requisites are usually mentioned in the course description.

## **9.8. Changes in Class Schedules**

Students who fail to attend a course for which they are registered without following drop or withdrawal policies will receive an F grade in the course. Deadlines for drop/add and withdrawal are printed in the Academic calendar.

## **9.9. Class Size**

ECUC has the right to cancel any course due to insufficient enrollment.

## **9.10. Credit Hours**

Courses have their values expressed in credit hours. Usually, each hour is equivalent to fifty (50) minutes of instruction per week. Each hour of laboratory class time is equivalent to 120-180 minutes of laboratory experience.

## **9.11. Course Sequences**

Numeric course sequencing is followed.

- 090 sequence: Remedial credit courses (Remedial courses do not count toward degree requirements.)
- 100 sequence: Freshman level

- 200 sequence: Sophomore level
- 300 sequence: Junior level
- 400 sequence: Senior level

### 9.12. Student Academic Load

A student admitted and then enrolled for a program as a degree-seeker, is normally registered for 15 to 18 credit hours for each semester. In any semester, students may register for at least 12 credit hours and be certified as full-time. A total of 18 credit hours per semester is the upper limit a student is allowed to take. Students on probation are not allowed to enroll in more than 12 credit hours per semester.

### 9.13. Cumulative Grade Point Average

The grade point average GPA of a student in a semester can be obtained by adding the product of the grade of each course by the number of its credit hours, and then dividing the result by the total number of credit hours. The cumulative grade point average, CGPA, is the summation of the GPA of the student for all semesters attended. The GPA accounts for all courses taken in a semester including those the student has failed. Both GPA and CGPA are rounded to the nearest decimal unit. The GPA and CGPA are calculated according to the following formula:

$$GPA = \frac{\text{Total}(\text{credit hours per course} \times \text{grades received per course})}{\text{Total of credit hours per semester}}$$

$$CGPA = \frac{\text{Total}(\text{credit hours per course} \times \text{grade received per course})}{\text{Total credit hours taken during all semesters}}$$

Example:

$$GPA = \frac{(3 \times 4 + 3 \times 4 + 3 \times 2 + 3 \times 3 + 3 \times 3 + 3 \times 2)}{3 + 3 + 3 + 3 + 3 + 3} = \frac{54}{18} = 3.0$$

### 9.14. Residence Requirements

To obtain a bachelor's degree a student must take at least 50 percent of the required credits for a degree in residence at ECUC. At least 40 of the 60 hours must be in courses at the 300 and 400 levels; with a stipulation that no more than 12 transfer credits in 300-400 level courses will satisfy concentration requirement of any program.

## **9.15. Categories of Students**

### **9.15.1. Full-Time Students**

For full-time status to be conferred, a student must have an academic load of between 12 and 18 credit hours for each regular semester.

### **9.15.2. Part-Time Students**

Enrollment as a part-time student is restricted to the following:

ECUC staff members who are pursuing a degree (approval of the employee's director is required)

- Those who need fewer than 12 credits to complete an undergraduate degree (approval of the academic advisor is required)
- Those who are enrolled as auditing, non-degree or visiting students.
- Part-time options are available for adult students; ECUC'SSC center also caters to their special needs like personal counseling to balance their family and the curricula activities, time management, developing a peer group and engage them in occasional interactive sessions to relieve them out of stress due to family and financial issues.

## **9.16. Time Limit on Duration of Study**

An undergraduate student must complete all degree requirements within a maximum period of eight years of admission to Emirates Canadian University College, inclusive of any leave. This holds irrespective of the catalog which governs the student's academic career. A student in good academic standing can't take leave for more than one semester and if he/she is away from the University College for two consecutive semesters, a new application for admission will have to be submitted.

## **9.17. The University College Guidelines for Lateness and Attendance**

The University College guidelines for lateness and attendance are as follows:

- ECUC students are allowed one absence without a required written excuse for every semester credit hour taken.
- For all ECUC students who exceed the specified amount of unexcused absentees, an official documented excuse from the university College may be required by the instructor
- It is the student's responsibility and entitlement to meet and discuss all absences, ~~or~~ planned or unplanned, with their instructors.

- All ECUC students must notify the Office of Student Affairs/Judicial Affairs for any emergencies that require immediate exemption from university College grounds within a period of 48 hours.
- No student shall neglect more than 20% of their class attendance, whether excused or unexcused, in a given semester.
- Upon the prudence and judgment of the instructor, a course grade of "FA" may be given to any student who exceeds 20% of absences in a semester.
- The Office of Student Affairs/Judicial Affairs is officially responsible for issuing class excuses for legitimate purposes.
- If a student is tardy three times to class, it is automatically counted as an absence. Each instructor is responsible to define the rules for which a student is considered late to class.
- Once a student falls to approximately ten to fifteen percent of absences in a class, he/she shall receive a warning.
- The Chair of the respective program has the right to permit a student's withdrawal from a course, if presented with a suitable and acceptable explanation for excessive absences. This will be coordinated and is with the consent of the Registrar.

### **9.18. Grades/ Examination**

Each course a student takes undergoes a thorough and consistent assessment throughout the semester. The means of evaluation-- examinations, quizzes, reports and discussions, help students assess their knowledge and recognize where they stand in the respective course. Final examinations serve to sum up the overall performance of the student in the entire semester without being excessively emphasized.

All examinations have a maximum time period of two hours and count only one-third of the final course grade, except 400-level courses where extensive writing assignments and projects are involved. However, no other element in the final course grade will count for more than one-third. Final examinations are held as scheduled in the academic calendar of the University College.

After the Final Examination, students are assigned a final grade in each course. This grade is a student's overall assessment as made by the Professor throughout the semester. It reflects his performance in the various aforesaid components and class participation. The final grade allotted to the student is his permanent record available only in the Registrar's office and is subject to no change.

### **9.19. Grading System**

The cumulative grade point average (CGPA) is based on a four-point scale. The following grading system is used at the University College:

<b>Grade</b>	<b>Percentage Score</b>	<b>Points</b>	<b>Description</b>
A	95-100	4.00	Excellent
A-	90-94	3.7	
B+	87-89	3.3	Very good
B	84-86	3.0	
B-	80-83	2.7	Good
C+	77-79	2.3	
C	74-76	2.0	Satisfactory
C-	70-73	1.7	
D	60-69	1.00	Poor
F	<60	0.0	Fail

The grades obtained in non-credit courses are not included in the computation of a grade point average. The last grade of the repeated course is counted in the calculation of the cumulative GPA. Credits for repeated courses are only counted once.

## **9.20. Final Examination**

After completion of the course, Final Examination is conducted at the end of the semester. Examination schedule—date, day and duration is published by Registrar’s office in advance. If a student writes an exam, hands in the paper to the authorities concerned for marking process and further requests for rewriting the same paper, on whatsoever grounds, he puts forth, the request will be denied to him/her. Retroactive withdrawal from the examination will also not be considered. All students and instructors are expected to be available for examinations up to the last day of the examination period.

### **9.20.1. Scheduling of Examinations**

It’s the Registrar who schedules all the final examinations except oral examinations and projects. After the last day of classes instructors are not allowed to hold any test or ask the students for assignment or projects. All the tests or assignment-project submission will be possible before the last day of the classes and not even during final examination period. If the student is experiencing a clash of two examinations same day or has time conflict with common examinations, he/she must report to the Registrar’s office to seek redress from the office.

Requests for rescheduling or pre-scheduling the examination to any desired date or time while the date and period of examination had already been scheduled in advance will not be considered. ECUC seriously takes it for germination of an unhealthy practice, and therefore, such requests will not be conceded. ECUC doesn't encourage dissenters by yielding to their illegitimate pressure.

### **9.20.2. Special Deferred Final Examinations**

Special deferred final examination is granted by a chair person to the students who were either incapable of writing exam and had been advised by a doctor or team of doctors on health reasons (certified on a Physician Statement form) or were in domestic afflictions of extreme nature. Applications for special deferred final examinations must be received no later than the prescribed application receiving deadline indicated in the Examinations Schedule. Students who failed to apply for a deferred final examination or did not apply for it will forfeit this right.

After the grant of permission by the chair person, special deferred final examinations are scheduled by the Registrar and a timetable will be posted outside the Office of the Registrar a few days prior to the examination. Students writing a special deferred final examination must consult this timetable to determine the exact date and time of their special deferred final exam.

### **9.20.3. Make-up Examinations**

A student who happens to miss a major or final examination may seek instructor's permission for making up the examination. If the instructor is not convinced with the student's reason he may refuse to allow a make-up. If a student is absent while officially representing the University College, for example as an ECUC club member or as a participant in an athletic event, the student should be permitted to make up the examination. Major examinations are to be made up at a time which is both fair and reasonable for all parties. Final examinations must be made up within a reasonable time so that the instructor is able to submit the final grade(s) on the day and time stipulated by the Admissions and Records Office.

### **9.21. Incomplete Grades**

The obligations that are mentioned on the syllabus for a course should be finalized on the last day of the semester. No final grade of I (Incomplete) should be given on any course unless there is a forceful and demonstrable emergency.

In case of incomplete work without an excuse for lateness, a zero or F grade is given for the absent work and the average calculated accordingly into the final grade.

Only in rare cases (such as in an emergency), and with the approval in writing of the Instructor, can students be allowed to make up unfinished work. The grade of I will be replaced by the achieved grade in the academic record when the Lecturer enters a signed Change of Incomplete Grade of I form to the Registrar's Office.

It is at the student's own liability to complete any course requirements if uncompleted on the specified date within forty-five (45) days from the last examination scheduled for the particular course. The lecturer has fifteen (15) days from the catch up exam for the particular course to hand in the terminal grade through the Change of Incomplete Grade of I form to the Registrar's Office. Following this deadline, all undecided grades of I will be converted to a terminal grade of F.

### **9.22. Overriding a Course Prerequisite**

Overriding the pre-requisite(s) of an academic required course is though not usually permitted, genuine reasons may be considered. An Overriding Form must be submitted for the same elaborating the reasons for the request. The Form must be recommended and signed by the advisor. The program Director discusses with the concerned Advisor and students are informed usually within three weeks.

### **9.23. Independent study**

A course of independent study is a one-to-one, supervised, high-level course, aimed at offering students the opportunity for intensive work in a particular interest area. These are intended mainly for juniors and seniors who have been given Lecturer approval and have at least a GPA of 3.00 or more and are in the semester before graduation. This may be because they need a course to graduate which has not been offered that semester.



## **9.24. Placement on Academic Probation**

Students who fail to meet the academic standards established by ECUC will be placed on probation. It's a period, the maximum duration of which is three regular semesters. In this duration students are expected to come up to the University College academic standards and norms. A student having deficiencies, if any, is expected to overcome them in this period.

Failure in maintaining a cumulative grade point average of 2.0 at the end of a semester subjects a student to probation. If a student is still found persistent with the deficiency as alarmed, even after the probation period, he/she will be disqualified to further pursue his education in ECUC.

When a student is placed on probation, the university College policy is to send a letter to the student at his home address stating the requirements to be met to avoid dismissal from ECUC. To be allowed to continue on probation, he/she must improve the GPA to a minimum of 2.0 in the following semester.

Students on probation because of deficiency in their cumulative GPA may limit their academic load which is possible as stated below:

- a. for the first warning: a maximum of 15 Credit hours among which (3) or (6) credit hours are repeated depending on the CGPA and the last semester GPA
- b. for the second warning: a maximum of 12 credit hours among which (6) or (9) credit hours are repeated depending on the CGPA and the last semester GPA
- c. for the third warning: 9 repeated credit hours.

Students on probation for any of the above deficiencies are not allowed to participate actively, or represent the University College, in co-curricular activities, such as teams, clubs, plays, and ECUC competitions. They may not be nominated for the Student Union.

## **9.25. Removal of Probation and Dismissal**

Students on overall probation face dismissal if they are unable to meet the minimum academic requirements even after being put on probation. In the first semester of probation, they will have to earn a minimum semester grade point average of 2.0, and maintain that performance by achieving a cumulative grade point average of at least 2.0 at the end of the third semester of their probation period. If a student fails to do so by the end of the third semester on probation, he/she will be academically dismissed from the University College.

## **9.26. Suspension**

A student on probation who fails to achieve a semester point grade average of 2.0 or higher after the third warning will be suspended for one semester. If still found unimproved, he/ she will be suspended for two semesters and the third suspension will be for indefinite period.

### **9.26.1. Suspension Period Regulations**

The University College will not accept any credit for the completion of the courses during a suspension period. Readmission applications by students on an indefinite suspension will be entertained only after a period of 12 months following the suspension. A student is expected to have shaped himself to cope with the academic requirements at ECUC in this period.

### **9.26.2. Readmission after Suspension**

A student readmitted after suspension will still be on probation and will have to earn and maintain a 2.0 average or higher. He/she is limited to 12 semester hours and is required to earn a minimum average of 2.0 each subsequent term to obtain a minimum cumulative average of 2.0. Failure in meeting the semester grade point average of 2.0 will result into further suspension.

### **9.26.3. Reinstatement**

Students withdrawn from the University College in a good academic standing and again wishing to join after one or two semesters are allowed for readmission provided they had not been dropped for scholastic or disciplinary reasons and the seat for admission is available.

The student will have to submit a written request for reinstatement to the Office of the Registrar stating his/her activities, especially academic, in course of the time since he/she left ECUC.

## **9.27. Repeating Courses**

If a student has failed in a course, it is advisable to repeat it in the following semester. Students are at liberty to repeat their courses for the sake of improvement in their GPA. Raising the GPA is very necessary, especially if compulsory courses are involved. They may repeat the course up to two times, taking into account seat availability, without the permission of their Academic Chairperson but credit hours will be counted only once in the total credit hours required for graduation.

Once the grade is earned and entered into student's record, it's permanently final and is not tampered with. In case of course repetition, only the last grade matters and serves the fulfillment of academic requirements.

### **9.28. Study Abroad**

Emirates Canadian University College offers students the opportunity to study abroad at other institutions and gain full Emirates Canadian University College course credit.

- Students who apply to study abroad programs should be in good academic and disciplinary standing with ECUC and have a minimum cumulative GPA of 2.5. Any current or pending discipline issue will be taken into account in evaluating a student's application to study abroad.
- Student must have completed at least 59 credits (junior standing) of undergraduate courses in residence at Emirates Canadian University College.
- All study abroad coursework must be pre-approved by the student's advisor prior to taking the course; otherwise the student cannot be assured their coursework will count towards their Honors Department core, concentration or other requirements.
- Upon successful completion of an approved foreign program of study, credit will be granted towards graduation for all appropriate courses taken on ECUC affiliated or approved programs.
- Credit is allowed for classes satisfactorily completed at another Institution with a grade of "C" or better.
- The credit hours of the courses to be transferred should be equivalent to those offered by ECUC.
- Course contents covered must also be equivalent to the course contents offered in ECUC for any program of study.

Transfer grades are not calculated in a student's cumulative grade point average.

- Students may transfer a maximum of 15 credit hours toward their degree under study abroad program
- Students are required to maintain full time enrollment, attend class regularly and comply with all program regulations and individual course requirements in any program they choose. Students who leave the program before it is officially over will not receive credit for their work.

- Students who enroll in a study abroad program need to ensure that the transcript for coursework taken abroad is sent to ECUC.

### **9.29. Transcript**

Students whether graduated or withdrawn in good standing from ECUC will receive free transcripts of their academic record. However, during examination, registration or graduation periods transcripts of any records will not be issued. Students who have unsettled financial obligations will also not be issued transcripts of their records until settlement of their dues.

The Registrar's Office issues transcripts of academic record. A signed Request Form needs to be submitted by the student concerned for receiving the transcript. The University College will issue only complete transcripts, not in parts. The University College will not issue on its own behalf the transcript or any other record of other universities on the student's file.

### **9.30. Graduation**

Students of the last expected semester will file an Application for Graduation form in the office of the Registrar during the registration period. The office will then start processing the necessary information for final certification for graduation. The students who have completed all the requirements including the clearance of financial obligation to the university College are certified for conferral of the degree. The certified students will be conferred degrees by the end of the final semester on a date formerly announced. The permanent record of the student will be maintained with the date on which he/she was conferred the degree. In case of incomplete requirements because of which the applicants couldn't be conferred the degree, they need not reapply for graduation. Their previous application will serve the purpose in the following semester.

The University College Honors and Awards

### **9.31. VP's List**

At the end of each semester, all undergraduate students who earn 12 or more semester credit hours will be eligible to be named in the VP's List.

To be placed on the VP's list, a student must

- Have registered and completed a minimum of 15 hours in the semester
- Have at least a 3.5 semester GPA
- Be in good academic standing
- Rank in the top ten percent of students in his/her Department

- Have no failing grades in any of his/her courses during that semester
- Have no incomplete grades
- Have no disciplinary action against him/her

### **9.32. Graduation Honors**

Graduation with honors will be designated to students who have completed their Bachelor's Degree requirements with academic excellence. To be eligible for this honor, the student's CGPA is shown as follows:

Cum Laude                      An average of 3.5 or higher

Magna Cum Laude      An average of 3.7 or higher

Summa Cum Laude      An average of 3.9 or higher

## **10. Student Petitions and Appeals**

### **10.1. Petitions**

Though the University College has strict stand as far as its policies are concerned, it holds on to human values while administering the rules and regulations and hence students are allowed to petition for uncompromising academic policies on humanitarian as well as other genuine grounds which can be reasoned out logically. Such petitions are processed through the office of the Head of Academic Affairs through the Registrar and the Academic Petitions Committee.

### **10.2. Grade Appeal**

Grade change appeal is one of the opportunities offered to ECUC students. A situation for grade change appeal will arise when a student considers that there is a definite departure in assessment than that is outlined in the assessment strategy distributed to students, or there is a calculation mistake or wrong grade entry. Students seeking grade change must have valid and justifiable reasons for such appeal. Grade change petitions are required to be submitted to within 45 working days of the award of the grade. A formal report from the concerned faculty member is expected within 10 working days of filing the petition. A copy of the report is to be submitted to relevant program Director as well. In case the report submitted by the faculty member is unconvincing or unsatisfactory, the student may submit the petition to the Divisional Chair. Such appeal should be made within 14 working days of submission of the report by the faculty member.

If Divisional Chair is also not able to provide a convincing and satisfactory remedy to petitioner, he/she is allowed to seek resolution from the Head of Academic Affairs. A formal petition must be submitted to the Head of Academic Affairs within 7 working days of the submission of report by the Divisional Chair.

The Head of Academic Affairs may assign an Academic Appeal Committee to appraise the case and submit their recommendations. The Head of Academic Affairs will make final judgment based on recommendations of Academic Appeal Committee. The judgment made by the Head of Academic Affairs will be ultimate.

### **10.3. Appeal of Other Academic-Related Issues**

The ECUC students have the opportunity to plea on issues related their subjects of study or about a faculty member. Such appeals are made to appropriate Head of the Department or program director. If the matter is unresolved, the petitioner may officially make an appeal to the Head of Academic Affairs. Students intend to file an Academic related petition to the Head of Academic Affairs must do so on or

before the first day of orientation of the next term. The Head of Academic Affairs may assign the Academic Appeal Committee to appraise the case and submit their recommendations.

The judgment made by the Head of Academic Affairs will be ultimate.

#### **10.4. Academic Integrity Code**

ECUC is an academic community devoted to seeking knowledge, and academic integrity is fundamental to its endeavor. Academic standards and reputation is a shared responsibility among all members of the ECUC community. The code of academic honesty forbids any act that can generally be described as lying, cheating, fabricating, vandalism or stealing.

Standards and requirements of academic honesty system should be familiar to all members of the University College community.

#### **10.5. Responsibilities**

**10.5.1. Student Responsibility:** It is the responsibility of all ECUC students to preserve the highest level academic truthfulness, sincerity and ethical standards. Not only each student

is encouraged to display personal actions and behaviors that reinforce truthfulness, sincerity and ethical standards, they are also encouraged to motivate other students to engage in such activities. They must also be committed to prevent occurrence of any dishonest behavior on campus. In the event any violations to ethical standards, students may report the incident to concerned authorities.

**10.5.2. Faculty Responsibility:** Faculty members have a great role in creating a honest and just atmosphere on campus. It is the responsibility of each faculty member to ensure that students conform to all norms, guidelines and policies of academic honesty. They are expected to emphasis academic integrity policies codes on course syllabus. They must take proper care and protection to exam materials, assignments, assessment, grading etc so that the chances of dishonesty and violations could be reduced.

Details regarding the Integrity Code violations can be found in the Student Handbook.

# **11. Student Life**

## **11.1. Student Affairs Division**

The major objective of the University College is to help developing students as academically skillful and socially capable individuals. The Student Affairs is aimed at helping overall development of students. It is dedicated to creating an environment conducive to learning for students. It strives to collaborate with students, faculty, academic administrators and external agencies. The Student Affairs integrates the curricular and co-curricular activities in an attempt to help students achieve their academic, personal, and professional excellence in a diverse and global society.

The Office of Student Affairs is equipped with an adequate number of qualified and dedicated personnel to help students adjust to cultural diversity, and the University College environment. It is responsible for organizing a number of varieties of co-curricular activities and seeks active participation of students in order to channel their energy in the right direction and to expand their horizon.

The Office of Student Affairs is responsible for welcoming and orienting students to various administrative and academic norms. The department acquaints students with Judicial Affairs unit, Counseling Services, Housing Services, Student Activities, Career Services, Financial Aid, and Alumni Affairs. The Office of Student Affairs is committed to ensuring students adjust to campus life and guide them complete their programs at the University College.

## **11.2. Career Services Office**

The ECUC has a Career Services Office attached to Students Affairs. The Career Services Office is responsible for helping students to fulfill career aspirations. It not only offers placement support to the current students as per demand of labor market, but it also extends such services to the ECUC alumni.

The important goals of the Office are to:

1. Impart employment search skills to students and alumni
2. Organize campus recruitment for the final semester students
3. Provide information on placement opportunities and job advertisements to students and alumni.
4. Host annual Career fair



### **11.3. The Counseling Center**

Generally, the university College life is a period of transition. It may be an exciting experience for most of students, yet many encounter with certain degree of adjustment problems. The Counseling Center of the University College is dedicated to provide students with necessary support services that enable solving personal and emotional problems and help adjusting with campus life. The support services provided by the members of the counseling team help students realize their potentials, make right decisions, guide them developing adequate study skills and habits, establish pleasing interpersonal relationships. Essentially the counseling services help students maximizing their personal, social and academic effectiveness. Students may approach the members of the counseling team individually or may involve a family member in the counseling process. The following are the important students support services provided by the Counseling Center:

#### **11.3.1. Individual Counseling**

Common problems students encounter at the campus includes inability to cope up with University College life, poor study skills and time management skills, ambiguity in life and career goals, identity issues, interpersonal conflicts, depression, nervousness etc. The counselors help students overcome these problems. Students who have received counseling at home or outside University College campus may also be given continued counseling at the campus if they wished to have it. The counselors also guide students to identify their personal goals and solve their problems independently.

#### **11.3.2. Student Workshops**

The counseling centre regularly organize workshops on study skills, time management strategies, effective communication skills, ways to adjust with anxiety and depression, emotional control, alcohol and drugs, healthy life styles and eating habits etc for the benefits of students.

#### **11.3.3. Consultation Service**

Staff and faculty are also encouraged to take the services of counseling centre if they encounter with problems in dealing with students. In most cases, the counselors will be able to provide solutions to the problems. Appropriate referral services are made on those cases where the counselors are not able to find a solution.

The counselors pay adequate attention to cultural diversity of student community when evaluating a case. The counseling centre ensures confidentiality of counseling services. No student information will be revealed to any third party without a written permission of concerned student.

The Counseling Center is part of the Head of Students Affairs office and is positioned in the Main building. The Counseling Center will remain opened from 8:00 a.m. to 5:00 p.m. Sunday thru Thursday.

#### **11.4. Academic Achievement Program**

Academic Achievement advisors support and sustain students during their transition through Emirates Canadian University College. Students are free to meet their advisors individually or in groups to consult on academic, administrative as well as other campus-affairs. Students are advised on study skills, time management, test taking techniques and strategies for course selection. Advisors also see that the students develop suitable life skills. In order to improve the quality of education the program has developed a retention plan for students; it also works with academic advisors in following the progress of students on probation.

#### **11.5. Internship Office**

The internship office gives students the chance to get exposed to a career field and gain a professional experience through the internship. While getting experience from the internship, students are expected to positively contribute to the organization they join. The institution encourages the students to intern with well-reputed organizations which would give them a chance for the eventual transition from the classroom to the industry. The internship office shall make the internship manual available to students

#### **11.6. Judicial Affairs**

The Judicial Affairs unit deals with campus rules and regulation and codes of conduct. It helps students become aware of their rights and responsibilities as well as rules and regulation they must follow on campus. The ECUC upholds fairness, honesty and integrity and utilizes the Student Code of Conduct in dealing with the issues of students' misconduct.

#### **11.7. Student Code of Conduct**

Student's community is the most significant part of Emirates Canadian University College. Apart from studying, getting knowledge, and learning skills, the art of living individually and in a community has also to be learnt. Working and studying together by adhering to rules will create an ideal condition for students into which

they will not only learn to live happily but also learn to let others live. Understanding and proper communication are essential for all members of the budding student community to flourish. In order to reach this goal, guidelines are set by the legally established policies, and the code of conduct, rules and regulations. The Office of Student Affairs establishes and enforces these rules and regulations. The full text of the Student Code of Conduct is in the Student Handbook.

### **11.8. Financial Aid Office**

The Financial Aid Office is committed to providing courteous service to the students to support the academic mission and goals of the University College. It also exists with an aim to assist students with financial aid to help them achieve their degree. Students receive financial aid so that they could focus on their education and complete their degree enters into the world with a clear purpose.

### **11.9. Student Activities Department**

ECUC acknowledges students activities as an integral part of their programs. It is assumed that the learning experiences are enriched by organized student activities. Also, such activities provide an opportunity for students to express and develop their own talents and interests. Further, engaging in organized group activities will help students develop their social interaction skills, which is a very desirable quality for an individual living and working in a multicultural environment.

The University College places great emphasis on extra-curricular activities. It seeks to help students to develop their abilities and make good use of their leisure time through forming student societies.

### **11.10. Student Association**

The ECUC recognizes Student Association. It is entrusted with the responsibility of electing members to the Student Council. These elected members of the Council in collaboration with the office of Student Affairs supervise all student activities. The designated members of the Student Association take part the University College Academic Council meetings and influence the decision making on matters related to academic programs of the University College. The Student Association provides opportunity for students to organize a wide range of activities. The different types of student organizations such as clubs, societies, committees and department and class associations are established to organize various activities within the University College and also to represent the University College in inter-Department activities.

### **11.11. Student Societies**

The ECUC supports formation of Student Societies in each academic department in an attempt to promote a friendly atmosphere on campus as well as to help enhance scholarship and achieve academic objectives. The Student Societies organize workshop, symposiums, exhibitions and lectures on various occasions.

### **11.12. Student Clubs**

Student clubs are the other student bodies with definite academic or cultural theme established to enhance academic, cultural and social life of students on Campus.

The ECUC is committed to encourage Special Interest and Cultural Clubs in order to harness special interests and creativity of students.

### **11.13. Student Publications**

The ECUC provides students with an opportunity for expressing creativity. The ECUC Student Publication is an avenue for students to contribute, edit and publish their literary work. Students are encouraged to contribute to Student Publication on matters related to academic, scientific, social, cultural and aesthetic areas.

The Student Publication portrays the important students activities organized in the University College. It is also a venue for recognizing achievement of students.

### **11.14. Alumni Association**

The ECUC values every single students of the University College no matter they are current students or former students. It is the interest of the ECUC to maintain a close link with its former students. The graduates of ECUC continue to be the members of ECUC family. The Alumni Association of the ECUC is aimed at uniting and linking all former students of the University College.

The Alumni Association helps maintaining lasting relationship with its former graduates. It organizes various events for the members of alumni that help strengthening relations between the University College and its former students. The Alumni Association is also beneficial for the current graduates. It enhances career options and placement opportunity for the current students. Moreover, the members of Alumni act as ambassadors of ECUC. They promote the University College and helps preserving its mission and vision.

The Alumni Association of the ECUC also provides an opportunity for interaction between teachers and professionals in the community. Since many former students who would have become professional in different field, interaction with them would help the University College enhancing quality and efficiency of various programs and facilities offered at the ECUC.

### **11.15. Sports Services**

Student Activities Unit of the ECUC offers a variety of sport facilities to students. It includes adequate equipment and resources for various sporting activities usage of which is governed by the norms of the University College. The resources for sporting also include availability of professional trainers to coach students. Adequate facilities and along opportunity for specialized coaching help students expand their sport and athletic potential and participate in various inter-university College competitions held in different emirates in the UAE.

## **12. Department of General Education**

General Education is vital to higher education programs. The General Education Program helps strengthen the link between the University College mission and its degree programs. Interdisciplinary courses provide students with knowledge and tools that help them work with a range of disciplines. They teach them to derive information and apply concepts interchangeably in real-life situations. On the other hand, language and multicultural courses deliver a rich experience that aid in understanding other cultures and developing respect for them. General Education ensures that all graduates of the University College, irrespective of their majors, are trained, aware and competent enough to thrive within an educated society.

### **12.1. Goal Statement**

The General Education curriculum is designed to help students develop their ability to expand their intellectual interests, critical thinking, imagination, sensitivity and creativity. It also attempts to address mathematical reasoning and problems; integrating knowledge; communicating effectively; expanding students' sense of social, ethical and cultural values; and appreciating the application of values in society.

The University College seeks to prepare its students not only for rewarding careers, but also to be responsible citizens of the modern world. It does this by building each academic program on a required foundation of courses that taken together, form the core of a liberal education.

### **12.2. General Education objectives**

The objectives of the general education courses are:

- To foster an ability to think clearly, logically and critically,
- To cultivate artistic talent through the study of philosophy, literature, languages, and the arts-intellect, imagination, sensibility, sensitivity and creativity,
- To acquaint students with the physical universe and its life forms and to impart an understanding of scientific methodology, mathematical concepts and quantitative reasoning,
- To integrate their knowledge by forming an interdisciplinary and insightful approach to learning.
- To communicate appropriately and effectively in both oral and written forms,

- To deal with human, social, political, and economic institutions and their historical backgrounds, with human behavior and the principles of social interaction.

### 12.3. Learning Outcomes

- **Create** written works in **English** that correctly employ linguistic skills.
- **Demonstrate** the ability to solve **mathematical problems** applying handy numerical skills and concepts.
- **Produce** work that requires proficiency in standard **computer hardware** and applications.
- **Apply** basic analytical and IT skills.
- **Recall** scientific facts, simple experimental techniques and scientific methods for practical applications.
- **Develop** a global perspective on **ethical**, cultural, and political issues.

### 12.4. General Education Requirements

The University College mission statement provides a guideline for forming the General Education Requirements. A blend of liberal studies and professional education renders the academic programs with both breadth and focus. The objective of the program is to stimulate the latent intellectual and creative potential within students and to foster growth by inspiring innovation, speculation and action.

Every student is required to take a mandatory 30 credit hours that cover the following disciplines:

- Islamic culture requirement (3 credits)
- Arabic heritage requirement (3 credits)
- English language competency requirement (6 credits)
- Mathematics requirement (3 credits)
- Computer literacy requirement (3 credits)
- Natural or pure sciences requirement (3 credits)
- Humanities & Social sciences requirement (6 credits)
- Innovation Creativity & Entrepreneurship (3 credits)

#### 12.4.1. Islamic Culture (One course)

The Islamic Culture requirement is designed to deepen the students' awareness of the Qur'an methods for the knowledge of God, His Existence, the fundamentals of faith and the source of legislation.

#### **12.4.2. Arabic heritage requirement (One course)**

The Arabic-language speaking setting of the University College calls for an appropriate familiarity with the Arabic language in students. The Arabic heritage requirement imparts further knowledge and understanding of the Arab culture and civilization and outlines its instrumental role in the historical development of the region.

#### **12.4.3. English Language Competency Requirement (Two courses)**

It is required that all students meet the writing-level demands of University College course work. Furthermore, standard critical reading and comprehension skills are essential and mandatory for all courses.

All matriculating students must take the English Placement Test to determine which (Writing) course they are to be placed into. "ENG 101 Composition and Modern English I and ENG 102 Composition and Modern English II" should be completed in the first year (freshman) or before completion of 30 credits.

#### **12.4.4. Mathematics and /or Statistics requirement (One course)**

All students must have mastery of quantitative reasoning and Department level mathematical skills. Students are urged to satisfy this requirement by the end of the second year (sophomore.)

#### **12.4.5. Science Requirement (One course)**

All students must have university College -level knowledge of scientific reasoning and the experimental sciences. Students may satisfy the science requirement by passing any course from the disciplines of Biology (BIO), Chemistry (CHM), and Physics (PHY).

#### **12.4.6. Computer Literacy Requirement**

All students must be computer literate. Although computer skills are taught within the context of many courses, students may be required to take additional specific computer courses depending on the requirements of their degree program. Course satisfying the computer literacy requirement include CIT 100 Applications of Computer Software.

#### **12.4.7. Humanities and Social Sciences Requirement (Two courses)**



To be a global citizen, and to contribute and participate at a global level, one needs to be aware of intercultural differences and human values. To inculcate this awareness, students should be well read in the humanities and social sciences so that they are armed to compete and flourish globally. 9 credits to be selected from the courses listed in the humanities and social sciences requirements with at least three credit hours taken from the humanities area and at least six from the social sciences area. Humanities: English Literature (ENG), Philosophy (PHI); Social Sciences (SS): Political Science (POL), Psychology (PSY), Sociology (SOC), And Ethics (PHI)

#### **12.4.8. Innovation Creativity & Entrepreneurship (1 Course)**

Creativity, innovation and entrepreneurship are essentials tools for the global society including the Gulf region, which require the acquisition of new skills and abilities to take advantage of opportunities in different fields such as social, economic and cultural. Therefore, this course is designed to provide students with an understanding and recognition of creativity, innovation, and entrepreneurship. Students will be able to gain acknowledge of the theoretical framework and utilized its application in the real world.

## **13. Bachelor of Arts in English Language and Translation**

The English Language and Translation program aims to provide the students with a comprehensive, innovative and student-centered English Language and Translation program using world-class facilities applying the latest technologies to ensure excellence in translation practice. The teaching/learning approach is based on directed self-learning, analytic and critical thinking, experiential learning and self/peer editing.

The English Language and Translation program provides the students with the knowledge and skills to successfully face challenges in a systemic academic manner that shall evolve continuously to meet developments. The program offered is dynamic and flexible to address new challenges. In addition, the practicum/training/internship; the translation training program will enhance the translation skills of the students during their translation training period, under qualified and dedicated faculties, staff and specialists.

To meet the needs of the region in translation and other fields where English is required, the English Language and Translation presents a program developed to help students to achieve high levels of communicative competence in English; be familiar with the major theories and trends in linguistics, and the application of linguistic principles and findings to such areas as phonetics, phonology, lexis, morphology, discourse analysis, contrastive analysis and stylistics; study English Literature from a critical and creative perspective; receive theoretical and practical training in translation from English into Arabic and from Arabic into English in literary and non-literary texts; and employ Critical & Analytical Thinking used in problem solving and decision making affairs. Furthermore, be prepared for postgraduate studies in language, linguistics, and translation.

The goals and objectives will mainly be achieved through the student's studying language and linguistics, which will enrich their sensibilities and will echo positive effect in their translation and communication in English language during the their studies, careers and lives.

### **Program Objectives & Learning Outcomes**

The English language and Translation Program based on the mission and objectives of the University College educates and trains its students:

- 1) To raise the competency level in the four language skills of reading, writing, speaking and listening, achieved through the specific language courses required to be complete during the first two years of study.

### **Learning Outcomes**

- 1.1 Demonstrate understanding of social, cognitive, and personal variables from research and experience in second language acquisition (SLA).
  - 1.2 Collect, synthesise and utilise material from a variety of sources in both oral and written contexts.
  - 1.3 Communicate fluently and accurately in spoken and written English using appropriate English vocabulary, grammar, and discourse.
- 2) To develop a broader understanding of the language system and subsidiary language disciplines in language study to be open to multiple cultures, and be well able to interact with different cultures, by developing their communicative, grammatical and pragmatic competences through e.g. Linguistics, Morphology, Syntax, etc.

### **Learning Outcomes**

- 2.1 Show understanding the major theories and trends in linguistics, and the application of linguistic principles and findings to such areas as phonetics, phonology, lexis, morphology, discourse analysis, contrastive analysis and stylistics.
  - 2.2 Recognise and make distinctions between alternative analyses of empirical data at one or more levels of linguistic analysis.
  - 2.3 Describe and apply core analytical concepts used in linguistic analysis, namely, phonetics, phonology, morphology, syntax, semantics
- 3) To be knowledgeable of world literary classics, canon, genres, as well as interdisciplinary approaches to the study of literature.

### **Learning Outcomes**

- 3.1 Illustrate knowledge and understanding of literary classics, canon, genres, as well as interdisciplinary approaches to the study of literature.
- 3.2 Produce critical interpretations and analysis of literary texts with attention to language.

4) To be able to translate different texts, be they literary or non-literary mastering techniques suitable to translate different genres and styles and understanding communication as a social and psychological process in terms of the concepts, levels, channels and effects.

### **Learning Outcomes**

- 4.1 Show knowledge and understanding of the different translation genres and styles.
- 4.2 Interpret and analyze a text using different approaches from literary, rhetorical and/or linguistic theories.
- 4.3 Collaborate and work co-operatively with interpreting group members and/or others.
- 4.4. Translate different texts, be they literary or scientific.

5 )To understand the skills and competencies utilized in problem solving and decision making that can be applied in a variety of English language and translation situations.

### **Learning Outcomes**

- 5.1 Utilize analytical problem-solving skills and techniques in the resolution of various English language and translation scenarios within the milieu of organizational and institutional requirements.
- 5.2 Demonstrate understanding the skills and competencies utilized in problem solving and decision making that can be applied in a variety of English language and translation situations.

### **Career Opportunities**

Graduates can look forward to career choices in fields such as translation, education, advertising and marketing primarily as translators and English language teachers. They can also work as copywriters, editors and public relation personnel.

### **Graduation Requirements**

Graduation requirements include the successful completion of a minimum of 123 credit hours as follows:

### **Degree Requirements**

A total of at least 123 credits, including

- 30 credits of University College requirements

- 60 credits of core requirements
- 21 credits of concentration requirements
- 12 credits of free electives
- Satisfaction of the internship requirement
- A minimum CGPA of 2.0

### I. The University College Requirements

University College requirements are 30 credits out of which 24 credits are Compulsory Courses. Every student is required to take the mandatory credit hours that cover Islamic Culture, English Language, Arabic, Mathematics, Innovation Creativity & Entrepreneurship, Introduction to Information Technology, and Humanities, in addition to courses in Natural or Physical Sciences, and classes in the Social or Behavioral Sciences. The requirements are:

Course Code		Course Title	Prerequisite	Cr.H.
<b>English language, Mathematics and Use of Computers</b>				
ENG	101	Composition and Modern English I	None	3
ENG	102	Composition and Modern English II	None	3
MTH	100	College Algebra	None	3
CIT	100	Computer Concepts and Applications	None	3
GED	100	Islamic Studies	None	3
GED	110	UAE Society	None	3
GED	120	Communications Skills in Arabic	None	3
IEC	112	Innovation Creativity & Entrepreneurship	None	3
<b>Social or behavioral Sciences requirement (3 credits)</b>				
GED	150	Critical Thinking	None	3
GED	160	Psychology in Everyday Life	None	3
GED	170	Ethics and the Modern World	None	3
GED	180	Human Behavior and Socialization	None	3
<b>Natural or physical sciences requirement (3 credits)</b>				
GED	130	Introduction to GIS	None	3
GED	140	Conceptual Physics	None	3

## II. Core Requirements:

a. **Core Courses (45 credits)** covering the English Language and Translation Program's six fields of knowledge: General, Skills Courses, Language, Linguistics, Translation, and Practicum/Training/Internship.

Course Code		Course Title	Prerequisite	Cr.H.
ENG	112	Reading Skills	ENG 101	3
ENG	114	English Grammar	ENG 102	3
ENG	202	Business Communication	ENG 102	3
ENG	205	Advanced English Writing Skills	ENG 102	3
ENG	210	Speech Communication	ENG 102	3
ENG	220	Literature in the Modern World	ENG 102	3
ENG	225	Language and Linguistics	ENG 102	3
ENG	231	Syntax I	ENG 225	3
ENG	232	Phonetics and Phonology	ENG 101, 112	3
ENG	233	Morphology and Lexical Studies	ENG 225	3
ENG	234	Discourse Analysis	ENG 114	3
ENG	325	Sociolinguistics	ENG 225	3
ENG	333	Error Analysis	ENG 114	3
ENG	335	Advanced English Vocabulary	ENG 102	3
ENG	434	Contrastive Linguistics	ENG 225	3
<b>Total</b>				<b>45</b>

b. **Core Elective Courses (15 credits)** chosen from a list of courses.

Course Code		Course Title	Prerequisite	Cr.H.
ENG	310	Advanced English Grammar	ENG 114	3
ENG	330	History of the English Language	ENG 225	3
ENG	331	Syntax II	ENG 231	3
ENG	332	Linguistics II	ENG 225	3
ENG	401	Business and Legal Translation	ENG 340	3
ENG	420	Creative Writing	ENG 205	3
ENG	433	Computer-Assisted Language Learning	None	3
ENG	441	Translation of Literary Texts	ENG 340	3
ENG	443	Translation of Economic and Financial Texts	ENG 340	3
ENG	472	Consecutive Interpreting II	ENG 471	3
<b>Total</b>				<b>15</b>

### III. Concentration

All students must complete a total of 21 credits of major and major-related requirements

Course Code		Course Title	Prerequisite	Cr.H.
ENG	340	English-Arabic Translation	ENG 102, GED 120	3
ENG	341	Arabic- English Translation	GED 120, ENG 102	3
ENG	342	Translation Theory And Practice	ENG 340	3
ENG	344	Introduction to Consecutive Interpreting	ENG 102, GED 120	3
ENG	442	Multimedia Translation	ENG 340	3
ENG	471	Consecutive Interpreting I	ENG 344	3
ENG	490	Practicum/Training/Internship	None	3
<b>Total</b>				<b>21</b>

### IV. Free Electives (12 credits)

Students must complete any four courses at the 100 level or above.

## Proposed Course Sequence of Study

### Bachelor of Arts in English Language and Translation

Semester	Code	Subject Title	Prerequisite	Cr
<b>Semester 1 (Level 1)</b>	CIT 100	Computer Concepts and Applications		3
	ENG 101	Composition and Modern English I		3
	GED 100	Islamic Studies		3
	GED 110	UAE Society		3
	MTH 100	Department Algebra		3
				<b>15</b>
<b>Semester 2 (Level 2)</b>	ENG 102	Composition and Modern English II	ENG 101	3
	ENG 112	Reading Skills	ENG 101	3
	ENG 114	English Grammar	ENG 102	3
	GED 120	Communications Skills in Arabic		3
		Natural Science		3
				<b>15</b>
<b>Semester 3 (Level 3)</b>	ENG 202	Business Communication	ENG 102	3
	ENG 205	Advanced English Writing Skills	ENG 102	3
	ENG 210	Speech Communication	ENG 102	3
	ENG 220	Literature in the Modern World	ENG 102	3
	ENG 225	Language and Linguistics	ENG 102	3
		Social or behavioral Sciences (1)		3
				<b>18</b>
<b>Semester 4 (Level 4)</b>	ENG 231	Syntax I	ENG 225	3
	ENG 232	Phonetics and Phonology	ENG 102, 112	3
	ENG 233	Morphology & Lexical Studies	ENG 225	3
	ENG 234	Discourse Analysis	ENG 114	3
		Free Elective (1)		3
				<b>15</b>
<b>Semester 5 (Level 5)</b>	ENG 325	Sociolinguistics	ENG 225	3
	ENG 335	Advanced English Vocabulary	ENG 102	3
	ENG 340	English-Arabic Translation	ENG 102, GED120	3
	ENG 333	Error Analysis	ENG 114	3
	ENG	Major Elective (1)		3
	IEC 111	Innovation Creativity & Entrepreneurship		3
				<b>15</b>
<b>Semester 6 (Level 6)</b>	ENG 341	Arabic- English Translation	ENG 340	3
	ENG 342	Translation Theory and Practice	ENG 340	3
	ENG 344	Introduction to Consecutive Interpreting	ENG 340	3
	ENG	Major Elective (2)		3
		Social or behavioral Sciences (1)		3
				<b>15</b>
<b>Semester 7 (Level 7)</b>	ENG 434	Contrastive Linguistics	ENG 225	3
	ENG 471	Consecutive Interpreting I	ENG 344	3
	ENG 490	Practicum/Training/Internship		3
	ENG	Major Elective (3)		3
		Free Elective (2)		3
				<b>15</b>
<b>Semester 8 (Level 8)</b>	ENG 442	Multimedia Translation	ENG 340	3
	ENG	Major Elective (4)		3
	ENG	Major Elective (5)		3
		Free Elective (3)		3
		Free Elective (4)		3
				<b>15</b>
<b>Total</b>				<b>123</b>



## **14. Intensive English Program**

All instructions at the University College are conducted in English. Therefore, proficiency in English language is essentially a decisive factor for student's success. Students, who qualify for admission but fail to secure a minimum score of equivalent to TOEFL 500 or any other English standard test, must enroll in the Intensive English Program (IEP). Students will remain in the IEP program until they achieve a proficiency in English language equivalent to TOEFL 500.

The University College has developed an English language Placement Test to assess the level of competence of new entrants in English language. All freshmen except those who have qualified TOEFL with a score of 173 (computer-based format) are required to take English Language Placement Test.

Following are the objectives of English Language Placement Test.

### **14.1. Objectives:**

- To ensure that the student has a sufficient language proficiency to cope with academic demands.
- To place the freshmen in a suitable level in English Language Foundation Program.

### **14.2. Components of English Placement Test:**

The English language proficiency of candidates is tested in the following areas:

- **The Listening Skills** of students shall be measured by testing their ability to understand and comprehend the Basic English structures when orally presented.
- **Reading Skills** of students shall be measured by testing their ability to identify the word/phrase meaning through the context, understanding the literal and imperative meaning, interpreting and analyzing ideas etc.
- **Writing Skills** of students shall be measured by testing their ability to construct sentences with clarity, precision, and coherence in writing an essay about an assigned topic. Their writing skills shall be further measured by testing their knowledge of the basic elements of language.

### **14.3. Admission and Placement**

Students who score below 500 on the Test of English as a Foreign Language (TOEFL) or its equivalent and who otherwise qualify for admission are eligible for

admission into the IEP. Placement into one of the three proficiency levels of the program is based on standardized proficiency test scores.

#### **14.4. Scale of Evaluation**

Students who have an International TOEFL (Test of English as a Foreign Language) score below 173 on the Computer-Based TOEFL (CBT), 61 on the Internet-Based TOEFL (iBT), or 500 on the Institutional Paper-Based TOEFL given at ECUC and who otherwise qualify for admission to ECUC are eligible to take the IEP placement test.

Students who meet the minimum required IEP placement test score can enroll in the IEP. Assignment to one of the three proficiency levels of the program is based on the IEP placement test.

The placement test results are used to classify students in following categories.

1. Elementary level : Students who score 0-30 % of marks
2. Intermediate level : Students who score 31-60 % of marks
3. Advanced level : Students who score above 60% marks

#### **14.5. Program Description**

The Intensive English Program (IEP) curriculum consists of intensive English as a Foreign Language instruction. Each level provides instruction in listening, speaking, reading, writing, grammar and vocabulary.

Level 1: this consists of 14 hours per week of classroom instruction in listening, speaking, reading, writing, grammar and IELTS preparation towards the General Training IELTS exam, as well as the Academic IELTS.

Levels 2 and 3: each of these levels consists of 10 hours per week of classroom instruction, in the same subjects as Level 1. Students in these levels are permitted (as the University College timetable permits) to take two other courses, which count toward the requirements of their Majors.

#### **14.6. Progression Policy**

Progress tests are administered regularly. Practice tests, quizzes, midterms and final examinations are given to assess student's progress in English courses. Promotion to a higher level in the program is determined by examination and instructor's assessment. Students with a grade below 60% in any term in the IEP will be required to repeat that level.

IEP Students move from one level to the next with a passing Final Mark of at least 60%. The passing grade for all levels is (60%), except for Level 3 where passing

the TOEFL exam with a score of 500 or above or IELTS (Band 5) or equivalent score is required to exit the program.

In addition, students in Intermediate or Advanced levels of the IEP are permitted to register in one general education course of their study plan per semester. IEP students can take a maximum of 9 credit hours while enrolled in the IEP. IEP students will not be permitted to register for additional courses until they have met ECUC's English requirement. Registration of electives will require the approval of the ENGLISH Chair and will be granted to students with satisfactory academic performance and attendance records. Students who attain the University College's minimum requirements for entry into an English-medium Department are permitted to join their major at the beginning of the next available semester.

#### **14.7. Dismissal from Class**

Copying in examinations, tests, quizzes or assignments will not be tolerated. Any student found to be plagiarizing on any course work, will be assigned the grade of zero for that work. A second offense will result in a suspension from the course with an F grade and further disciplinary measures, including suspension from the University College, as per university College policies. Any party to cheating is subject to exactly the same penalties. Please read the section on plagiarism in the student handbook.

Students are expected to be respectful of others, including the instructor, so if a student's behavior interferes with the learning process or jeopardizes the safety of the classroom, the faculty member may ask the student to leave the classroom. Based on the incident, a Disciplinary Committee may be called to investigate and determine further sanctions.

#### **14.8. English Program Dismissal**

Students who fail, withdraw, or are withdrawn from an IEP course three consecutive terms will be dismissed from the IEP program

## 15. Bachelor of Arts in Mass Communication

The Mass Communication Program seeks to prepare generations of communicators in media and public relations sectors to face the communications market challenges in the UAE and the Arab region through efficient use of new media technologies and critical and analytical thinking. The Program curricula draws on the opportunities given to students to practice critical and analytical thinking and pursue their creative works in all media and communication fields within a context of academic excellence in tune with international media education trends.

The Program, designed to beef up academic training in media and public relations in the United Arab Emirates, includes three tracks of study: **Journalism** (print and electronic), web-based **New Media** and **Public Relations**.

Program input analysis shows that academic media training is based on four major competencies: (1) theoretical knowledge in media and communication, (2) Critical and analytical thinking in approaching media and social issues, (3) Technical skills in applying modern communication skills and (4) communication skills in interpersonal and mass communication contexts.

Those competencies are fully compatible with the five strands defining level 7 of the UAE Qualifications Framework which include: knowledge, skills, autonomy and responsibility, role in context and self-development. The Program harnesses collaborative relations with media organizations to enable the achievement of those competencies.

### Program Goals

**Goal #1:** To enable students to possess efficient communication skills in mass communication and public relations contexts.

**Objective:** To enhance students' interpersonal communication skills.

**Goal#2:** To familiarize students with the major communication theories relating to media effects, public opinion, media ethics and laws, media research, media role in national development and social change, communications technologies, media campaigns and international and intercultural communication.

**Objective:** To comprehend theoretical and cognitive trends in communication in diverse cultural and global contexts with a focus on the interdisciplinary feature of communication as a field of study.

**Goals#3:** To enable student to apply critical and analytical thinking methods in approaching mass communication issues.

**Objective:** To understand critical and analytical approaches in humanities and social sciences and apply them in the study of media content and behavior.

### **Program Learning Outcomes**

Upon completion of Program requirements, students are expected to be able to:

- Demonstrate solid and integrated understanding of the interpersonal communication process.
- Apply effective interpersonal communication principles class presentations, discussions and group works.
- Demonstrate a clear understanding of communication theories and their media applications.
- Apply analytical and critical thinking methods in communication research.
- Demonstrate ability to do research according to solid methodologies.

### **Journalism Track Goals**

**Goal#1:** To demonstrate ability to professionally handle print media techniques.

**Objective:** To enhance students' technological competencies in photojournalism and electronic publishing.

**Goal#2:** To demonstrate ability to professionally handle print media content production in terms of gathering, editing and publishing.

**Objective:** To enhance students' writing and editing competencies through professional methods of information gathering and editing.

**Goal#3:** To demonstrate competency in harnessing journalism skills to promote community issues.

**Objective:** To enhance students' interaction with social, economic and cultural issues in their communities.

- **Journalism Track Learning Outcomes**

- Upon completion of the Journalism Track requirements, students are expected to be able to:
  1. Effectively use publishing hardware and software.
  2. Efficiently gather news and other information from sources.
  3. Transform raw information into print media formats.
  4. Apply journalism principles to handle community issues.

### **New Media Track Goals**

**Goal#1:** To demonstrate ability to professionally handle new/digital media techniques.

**Objective:** To enhance students' technological competencies in photojournalism, website building and blogging.

**Goal#2:** To demonstrate ability to professionally handle new/digital media content production in terms of gathering, editing and publishing.

**Objective:** To enhance students' writing and editing competencies for new media through professional methods of information gathering and editing.

**Goal#3:** To demonstrate competency in harnessing new media skills to promote community issues.

**Objective:** To enhance students' interaction with social, economic and cultural issues in their communities

### **New Media Track Learning Outcomes**

Upon completion of the Journalism Track requirements, students are expected to be able to:

1. Effectively use multimedia and online journalism software and applications.
2. Efficiently gather news and other information from sources.
3. Transform raw information into interactive media formats.
4. Apply new media principles to handle community issues.

### **Public Relations Track Goals**

**Goal#1:** To demonstrate ability to professionally handle media content for public relations.

**Objective:** To enhance students' technological competencies in media production for public relations.

**Goal#2:** To demonstrate ability to professionally plan, supervise and evaluation events and functions.

**Objective:** To enhance students' abilities to manage public relations events and functions.

**Goal#3:** To demonstrate competency in using internal and external communication channels to promote organizational goals.

**Objective:** To enhance students' abilities to build efficient internal and external channels of communication.

## Public Relations Track Learning Outcomes

Upon completion of the Journalism Track requirements, students are expected to be able to:

1. Demonstrate solid understanding of the communication process within a public relations context.
2. Apply theoretical writing skills in public relations writing.
3. Apply PR principles in organizing functions and activities.
4. Design internal and external communication plans for the organization.

## Career Opportunities

By receiving a solid base in the practical use of qualitative and quantitative methodologies, and skills such as news writing, copy writing, public relations planning and advertising design, graduates will also be prepared to enter professional fields such as publishing, editing, production, planning and research. They may also find jobs in any communication capacity in areas as varied as diplomacy, business, government, non-profit agencies, professional associations, healthcare companies and international organizations

## Study Plan Structure

The Mass Communication Program offers an eight-semester study plan (126 credits) covering theoretical and applied aspects of media and public relations disciplines. Students receive theoretical classroom instruction as well as practical training in labs and internships.

Requirements	Compulsory CR. H.	Elective CR. H.	Free Elective CR. H.	Total CR. H.
General Education Requirement	24	6	-	30
Core Requirement	51	9	-	60
Concentration Requirement	30	--	-	30
Elective Requirements	-	-	6	6
<b>Total</b>	<b>105</b>	<b>21</b>		<b>126</b>

## The University College Requirements

University College Requirements are 30 credits out of which 24 credits are for Compulsory Courses. Every student is required to take the mandatory credit hours that cover Islamic culture, English Language, Arabic, Statistics, Introduction to Information Technology, and humanities in addition to courses in natural or physical sciences, and classes in the social or behavioral sciences.

Course Code		Course Title	Prerequisite	Cr.H.
GED	100	Islamic Studies		3
ARB	110	Communication Skills in Arabic (1)		3
ARB	120	Communication Skills in Arabic (2)		3
ENG	110	Communication Skills in English I		3
ENG	120	Communication Skills in English II	ENG 110	3
MAT	100	Principles of Statistics		3
CIT	100	Computer Concepts and Applications		3
IEC	112	Innovation Creativity & Entrepreneurship		3
<b>Social or behavioral Sciences requirement (3 credits)</b>				
GED	110	Law & Society		3
GED	191	Human Rights in Islam and International Conventions		3
GED	130	History of Journalism		3
<b>Natural or physical sciences requirement (3 credits)</b>				
GED	231	Man and the Environment		3
GED	232	Introduction to Chemistry		3
GED	150	Critical Thinking		3

### Compulsory Core Requirement (17 courses = 51 Cr.H.)

Each student will study 17 courses (51 Cr.H.) as follows:

#### Table List of the 17 compulsory common Communication courses

Course Code	Course Title	Pre-requisite	Cr.H
COM 101	Introduction to Journalism	None	3
COM 102	Introduction to Public Relations	None	3
COM 103	Introduction to New Media	None	3
COM 211	Communication Theories	COM 101	3
COM 212	Research Methods	COM 101	3
COM 223	Media Ethics and Laws	COM 211	3
COM 237	Introduction to Political Science	COM 101	3
COM 251	Introduction to Social Psychology	COM 101	3
COM 322	Translation	ENG 120	3



<b>Course Code</b>	<b>Course Title</b>	<b>Pre-requisite</b>	<b>Cr.H</b>
COM 323	Digital Photography	COM 101	3
COM 325	International Relations	COM 237	3
COM 329	Artistic and literary criticism	ARB 120	3
COM 352	Principle of Economics	None	3
COM 422	Modern Arab History	None	3
COM 423	Political Geography	None	3
COM 427	Public Opinion	COM 211	3
COM 430	Crisis Management	COM 237	3
<b>Total</b>			<b>51</b>

### **Elective Core Requirement (3 courses = 9 Cr.H.)**

Each student will select three courses from the following list:

<b>Course Code</b>	<b>Course Title</b>	<b>Pre-requisite</b>	<b>Cr.H</b>
COM 231	Media Management	COM 211	3
COM 232	Intercultural Communication	COM 211	3
COM 233	Social Marketing	COM 101	3
COM 332	International Public Relations	COM 102	3
COM 334	Advertising and Marketing	COM 103	3
<b>Total</b>			<b>9</b>

### **Journalism Concentration Requirements (30 credits)**

The list of compulsory courses is the following 10 courses:

<b>Course Code</b>	<b>Course Title</b>	<b>Pre-requisite</b>	<b>Cr.H.</b>
JOU 231	News Editing (1)	COM 101	3
JOU 232	Photojournalism	COM 101	3
JOU 333	Online Journalism	COM 101	3
JOU 334	News Editing (2)	JOU 231	3
JOU 335	Layout and Design	JOU 232	3
JOU 432	Citizen Journalism	JOU 333	3
JOU 433	Investigative Journalism	JOU 334	3
JOU 434	Specialized Journalism	JOU 334	3
JOU 435	Graduation Project	Graduation semester	3
JOU 437	Journalism Internship	90 credits	3
<b>Total</b>			<b>30</b>

## **New Media Concentration Requirements (30 credits)**

The list of compulsory courses is the following 10 courses:

<b>Course Code</b>	<b>Course Title</b>	<b>Pre-requisite</b>	<b>Cr.H.</b>
NMD 232	Media Convergence	COM 103	3
NMD 333	Writing for New Media	COM 103	3
NMD 335	Introduction to Graphic Design	NMD 333	3
NMD 334	Social Media and Blogs	NMD 333	3
NMD 431	Web Design	NMD 335	3
NMD 432	Infographics	NMD 335	3
NMD 434	Online Advertising	NMD 431	3
NMD 430	Multimedia	NMD 335	3
NMD 435	New Media Graduation Project	Graduation Semester	3
NMD 437	New Media Internship	90 credits	3
<b>Total</b>			<b>30</b>

## **Public Relations Concentration Requirements (30 credits)**

The list of compulsory courses is the following 10 courses:

<b>Course Code</b>	<b>Course Title</b>	<b>Pre-requisite</b>	<b>Cr.H.</b>
PRN 232	Writing for Public Relations	COM 102	3
PRN 333	Public Relations Campaigns	COM 102	3
PRN 334	Integrated Marketing Communications	PRN 333	3
PRN 335	Media Production for Public Relations	PRN 333	3
PRN 431	Protocol	PRN 333	3
PRN 432	Online Public Relations	PRN 333	3
PRN 433	Media and Community Relations	PRN 333	3
PRN 434	Public Relations Functions and Events	PRN 335	3
PRN 435	Graduation Project	Graduation semester	3
PRN 437	Public Relations Internship	90 credits	3
<b>Total</b>			<b>30</b>

## **Free elective courses (6 Cr.H.)**

## Proposed Course Sequence of Study

### Bachelor of Arts in Mass Communication- Journalism Track

Semester	Code		Subject Title	Prerequisite	Cr
<b>Semester 1 (Level 1)</b>	CIT	100	Introduction to IT		3
	ENG	110	English (1)		3
	GED	100	Islamic Culture		3
	ARB	110	Arabic (1)		3
	MAT	100	Principles of Statistics		3
					<b>15</b>
<b>Semester 2 (Level 2)</b>	COM	101	Introduction to Journalism		3
	COM	102	Introduction to Public Relations		3
	COM	103	Introduction to New Media		3
	ENG	120	English (2)		3
			Social Sciences (1)		3
					<b>15</b>
<b>Semester 3 (Level 3)</b>	COM	211	Communication Theories	COM 101	3
	COM	212	Research Methods	COM 101	3
	ARB	120	Arabic (2)	ARB 110	3
	COM	237	Introduction to Political Science	COM 101	3
			Social Sciences (2)		3
	IEC	112	Innovation Creativity & Entrepreneurship		3
					<b>18</b>
<b>Semester 4 (Level 4)</b>			Free Elective		3
	COM	223	Media Ethics and Laws	COM 211	3
	COM	251	Social Psychology	COM 101	3
	COM	322	Translation	ENG 120	3
	COM	323	Digital Photography	COM 101	3
					<b>15</b>
<b>Semester 5 (Level 5)</b>	COM	325	International Relations	COM 237	3
	COM	329	Literary and Artistic Criticism	ARB 120	3
	COM	352	Principles of Economics	None	3
	JOU	231	News Editing (1)	COM 101	3
	JOU	232	Photojournalism	COM 101	3
					<b>15</b>
<b>Semester 6 (Level 6)</b>	COM	422	Modern Arab History	None	3
	JOU	335	Layout and Design	JOU 232	3
	JOU	333	Online Journalism	COM 101	3
	JOU	334	News Editing (2)	JOU 231	3
			Free Elective		3
			Elective Requirement		3
					<b>18</b>
<b>Semester 7 (Level 7)</b>	COM	423	Political Geography		3
	COM	427	Public Opinion	COM 211	3
	COM	430	Crisis Management	COM 237	3
	JOU	432	Citizen Journalism	JOU 333	3
			Elective Requirement		3
					<b>15</b>
<b>Semester 8 (Level 8)</b>	JOU	434	Specialized Journalism	JOU 334	3
	JOU	435	Journalism Graduating Project	Graduation semester	3
	JOU	437	Internship	90 credits	3
	JOU	433	Investigative Journalism	JOU 334	3
			Elective Requirement		3
					<b>15</b>
<b>Total</b>					<b>126</b>

### BA in Mass Communication -New Media Track

Semester	Code		Subject Title	Prerequisite	Cr
<b>Semester 1 (Level 1)</b>	CIT	100	Introduction to IT		3
	ENG	110	English (1)		3
	GED	100	Islamic Culture		3
	ARB	110	Arabic (1)		3
	MAT	100	Principles of Statistics		3
					<b>15</b>
<b>Semester 2 (Level 2)</b>	COM	101	Introduction to Journalism		3
	COM	102	Introduction to Public Relations		3
	COM	103	Introduction to New Media		3
	ENG	120	English (2)		3
			Social Sciences (1)		3
					<b>15</b>
<b>Semester 3 (Level 3)</b>	COM	211	Communication Theories	COM 101	3
	COM	212	Research Methods	COM 101	3
	ARB	120	Arabic (2)	ARB 110	3
	COM	237	Introduction to Political Science	COM 101	3
			Social Sciences (2)		3
	IEC	112	Innovation Creativity & Entrepreneurship		3
					<b>18</b>
<b>Semester 4 (Level 4)</b>			Free Elective		3
	COM	223	Media Ethics and Laws	COM 211	3
	COM	251	Social Psychology	COM 101	3
	COM	322	Translation	ENG 120	3
	COM	323	Digital Photography	COM 101	3
					<b>15</b>
<b>Semester 5 (Level 5)</b>	COM	325	International Relations	COM 237	3
	COM	329	Literary and Artistic Criticism	ARB 120	3
	COM	352	Principles of Economics	None	3
	NMD	232	Media Convergence	COM 103	3
	NMD	333	Writing for New Media	COM 103	3
			Elective Requirement (1)		3
					<b>18</b>
<b>Semester 6 (Level 6)</b>			Free Elective		3
	COM	422	Modern Arab History	None	3
	NMD	334	Social Networks and Blogs	NMD333	3
	NMD	335	Introduction to Graphic Design	NMD333	3
			Core Elective Requirement (2)		3
					<b>15</b>
<b>Semester 7 (Level 7)</b>	COM	423	Political Geography		3
	COM	427	Public Opinion	COM 211	3
	COM	430	Crisis Management	COM 237	3
	NMD	431	Website Design	NMD335	3
	NMD	432	Infographics	NMD335	3
<b>Semester 8 (Level 8)</b>	NMD	430	Specialized Journalism	NMD335	3
	NMD	434	Online Advertising	NMD431	3
	NMD	437	Internship	90 credits	3
	NMD	435	New Media Graduation Project	Graduation semester	3
			Core Elective Requirement		3
					<b>15</b>
<b>Total</b>					<b>126</b>

## BA in Mass Communication- Public Relations Track

Semester	Code		Subject Title	Prerequisite	Cr
<b>Semester 1 (Level 1)</b>	CIT	100	Introduction to IT		3
	ENG	110	English (1)		3
	GED	100	Islamic Culture		3
	ARB	110	Arabic (1)		3
	MAT	100	Principles of Statistics		3
					<b>15</b>
<b>Semester 2 (Level 2)</b>	COM	101	Introduction to Journalism		3
	COM	102	Introduction to Public Relations		3
	COM	103	Introduction to New Media		3
	ENG	120	English (2)		3
			Social Sciences (1)		3
					<b>15</b>
<b>Semester 3 (Level 3)</b>	COM	211	Communication Theories	COM 101	3
	COM	212	Research Methods	COM 101	3
	ARB	120	Arabic (2)	ARB 110	3
	COM	237	Introduction to Political Science	COM 101	3
			Social Sciences (2)		3
	IEC	112	Innovation Creativity & Entrepreneurship		3
					<b>18</b>
<b>Semester 4 (Level 4)</b>			Free Elective		3
	COM	223	Media Ethics and Laws	COM 211	3
	COM	251	Social Psychology	COM 101	3
	COM	322	Translation	ENG 120	3
	COM	323	Digital Photography	COM 101	3
					<b>15</b>
<b>Semester 5 (Level 5)</b>	COM	325	International Relations	COM 237	3
	COM	329	Literary and Artistic Criticism	ARB 120	3
	COM	352	Principles of Economics	None	3
	PRN	232	Writing for Public Relations	COM 102	3
	PRN	333	Public Relations Campaigns	COM 102	3
			Core Elective Requirement (1)		3
					<b>18</b>
<b>Semester 6 (Level 6)</b>			Free Elective (2)		3
	COM	422	Modern Arab History	None	3
	PRN	334	Integrated Marketing Communications	PRN 333	3
	PRN	335	Media Production for PR	PRN 333	3
	PRN	431	Protocol	PRN 333	3
					<b>15</b>
<b>Semester 7 (Level 7)</b>	COM	423	Political Geography		3
	COM	427	Public Opinion	COM 211	3
	COM	430	Crisis Management	COM 237	3
	PRN	432	Online Public Relations	PRN 333	3
			Core Elective Requirement (2)		3
					<b>15</b>
<b>Semester 8 (Level 8)</b>	PRN	433	Media & Community Relations	PRN 333	3
	PRN	434	Event Management	PRN 335	3
	PRN	435	PR Graduation Project	Graduation semester	3
	PRN	437	PR Internship	ساعة 90	3
			Core Elective Requirement (3)		3
					<b>15</b>
<b>Total</b>					<b>126</b>

## **16. Department of Business Administration**

The business world today is extremely competitive and therefore, a broad spectrum of knowledge and skills are vital to be able to be successful in business profession. By integrating social, cultural and multidisciplinary proficiency, the business professionals can become more effective and they can successfully deal with complex issues emerging in the modern day business.

The Department of Business Administration at the University College makes every effort to offer quality education in business administration. The Department intends to cater to the academic needs of students in the region. It is attempting to accomplish the goal by integrating academic, social and individual skills. The students are provided with regional as well as global perspectives on business education. They will also be given opportunity for stimulating critical thinking skills and enhancing effective interaction and communication abilities.

Besides, the multidisciplinary skills and proficiencies will facilitate in understanding diverse relationship, and help examining emerging business, economic and governmental trends and issues

In addition to specialization in the field of business administration, the students of this Department are expected to develop effective leadership skills that enable them organizing and motivating their workforce to accomplish their organizational goals.

### **16.1. Bachelor of Business Administration**

The curriculum in Business Administration provides students with general education requirements, core requirements in the various disciplines of business, and strong background in its several concentrations.

Students in Business Administration have the option of concentrating in Accounting, Finance and Banking, and Real Estate Development & Investment. Each concentration requires 120 hours for the BBA degree.

### **16.2. Degree Requirements**

A minimum of 120 credits is required as follows:

- 30 credits of University College requirements.
- 54 credits of Business Core Requirements.
- 27 credits of concentration requirements
- 9 credits of free electives at the 100 level or above.

- Satisfaction of the internship requirement.
- A minimum cumulative grade point average of 2.0 or better.

### **16.1.2. Concentration in Accounting**

The Accounting program introduces students to all the functional areas of accounting. Students develop an essential competency in each of these areas and complement this knowledge with study in relevant areas of business and economics. The Accounting program also places a particular emphasis on ensuring that graduates have a clear understanding of the ethical values critical to the accounting profession, as well as an awareness of the social obligations that accompany a career in accountancy.

Accounting is the primary “language” of business and accountants to assist businesses in determining, analyzing and communicating their financial results to interested parties. As an accounting professional, graduates can expect a diversity of opportunities in both workplace settings and tasks. ECUC plans to maintain very close ties with employers to ensure that its program reflects the skills most important to both successful entry into and subsequent development within the profession. This skill set encompasses written and oral communication skills, the ability to apply technology to accounting, knowledge of business processes and their implications for accounting, and the ability to function cooperatively in teams.

The BBA program is a market-relevant program, designed as per the new QFE-level-7, with emphasis on well-focused Program Learning Outcomes that prepare students to explore and to be knowledgeable about the business disciplines, in general, and acquire solid skills in one of the discipline of their choice.

#### **16.1.2.1. BBA Program Goals and Learning Outcomes**

The program has the following 6 goals which can be achieved by its 10 & 9 program learning outcomes for Accounting and Finance and Banking, respectively: that covers the five QFE 7 strands: Knowledge, Skills, Autonomy & Responsibility, Role in Context, and Self Development.

#### **Goals, Objectives and Program Learning Outcomes:**

**Goal 1: Communication Skills:** To develop leaders who are capable of giving and exchanging information within meaningful context and with appropriate delivery and interpersonal skills

## Objectives

- 1.1. To develop students' writing, oral and listening skills to enable them to effectively communicate and interact with peers in organizational and professional levels.
- 1.2. To assist students in comprehending and appreciating the importance of presenting reliable and pertinent information in a fashion that facilitates understanding on significant issues and decisive facts.

**Goal 2: Technical Proficiency:** To attain the knowledge and skills required to utilize technology to promote life-long learning, to augment leadership development, and to aid in the efficient and effective facilitation of business processes and organizational growth.

## Objectives

- 2.1. To disseminate the knowledge and skills to understand and utilize the latest technologies in a business setting in the most effective and capable manner, both professionally and as a tool for life-long learning and development.

**Goal 3: Information Research:** To develop the aptitude and skills required to research, analyze, evaluate, and disseminate information to contribute to the resolution of problems, discover solutions, and for personal and professional growth and knowledge.

- 3.1. To utilize various sources and techniques to explore the development, advancement, and utilization of accounting, auditing and tax rules and procedures, tools, and information to assist students in understanding and applying these skills in diverse business environments, situations, and requirements

**Goal 4: Quantitative Reasoning:** To develop an appreciation and understanding of the use and benefits of quantitative analysis and reasoning.

## Objectives

- 4.1. To develop the skills and knowledge to apply mathematical and numerical reasoning and tools to problem-solving and solution development.

**Goal 5: Critical and Analytical Thinking:** To attain the skills and aptitude to analytically-linked data, knowledge and insight to make quality business decisions on a timely basis.

## Objectives



**5.1.** To impart the necessary skills and aptitude to analytically and methodically utilize current professional accounting theories and their application within the context of business processes.

**5.2.** To assist students in understanding the need and importance of applying analytical reasoning in the development of reliable and relevant information to users that facilitates understanding and focuses attention on critical issues and key facts.

**Goal 6: Core Subject Proficiency:** To develop an understanding of the interconnected characteristics of the various functional areas of banks and an organizations and to gain the required financial and accounting knowledge and skills to be able of function and succeed in such settings and be able to lead and to adapt to changes in the internal and external environments.

### **Objectives**

**6.1.** To develop students' skills in accounting through the application of knowledge based, research focused, and analytically demanding tools and competencies to define, develop and utilize Finance and Accounting in a professional and business-minded approach.

## Program Learning Outcomes in Accounting

QFE7 Strand	PLO number	BBA in Accounting Program Learning Outcomes
<b>Knowledge</b>	<b>PLO1:</b>	Create written communication and oral presentations that are appropriate in business settings and that meets standards of style and grammatical correctness
	<b>PLO2:</b>	Employ information technology for development and augmentation of retrieving, reporting, and analyzing information for improving the timeliness, precision, and quality of organization decision-making.
<b>Skills</b>	<b>PLO3:</b>	Research information to solve business problems and improve decision-making.
	<b>PLO4:</b>	Employ statistical and mathematical reasoning, skills, tools, and methods to assist in the evaluation, development and resolution to issues and requirements in a business setting.
	<b>PLO5:</b>	Develop the ability to think critically and analytically, and behave & perform ethically across the areas of specialization.
<b>Autonomy &amp; Responsibility</b>	<b>PLO6:</b>	Apply accounting techniques to measure, process and document accounting cycle activities of any economic entity
	<b>PLO7:</b>	Employ financial, costing and managerial accounting data to present meaningful national and international managerial reports for internal and external financial and investment decisions.
<b>Role in Context</b>	<b>PLO8:</b>	Analyze cost and cost behavior, depreciation methods and impact of taxes in the preparation and presentation of financial reporting statements for managerial decision making.
	<b>PLO9:</b>	Compile the regular financial statements using International Accounting Standards
<b>Self-Development</b>	<b>PLO10:</b>	Evaluate the impact of various accounting information and costing techniques on shareholders wealth and corporate competitiveness.

## Program Learning Outcomes in Finance and Banking

QFE7 Strand	PLO number	Finance and Banking
<b>Knowledge</b>	<b>PLO1:</b>	Create written communication and oral presentations that are appropriate in business settings and that meets standards of style and grammatical correctness
	<b>PLO2:</b>	Employ information technology for development and augmentation of retrieving, reporting, and analyzing information for improving the timeliness, precision, and quality of organization decision-making
<b>Skills</b>	<b>PLO3:</b>	Research information to solve business problems and improve decision-making
	<b>PLO4:</b>	Employ statistical and mathematical reasoning, skills, tools, and methods to assist in the evaluation, development and resolution to issues and requirements in a business setting
	<b>PLO5:</b>	Develop the ability to think critically and analytically, and behave & perform ethically across the areas of specialization.
<b>Autonomy &amp; Responsibility</b>	<b>PLO6:</b>	Employ financial tools for investment proposal analysis and decision making
<b>Role in Context</b>	<b>PLO7:</b>	Analyze Islamic finance practices and profit sharing mechanism and their differences from conventional banking system
	<b>PLO8:</b>	Evaluate the operations of domestic and foreign financial markets.
<b>Self-Development</b>	<b>PLO9:</b>	Examine the risk and risk management practices in financial markets and portfolio management for individual investors.

## The BBA Program

The BBA program requires completing 120 credit hours to graduate. Of these 120 hours, 30 are general education requirements, from which 21 are university compulsory requirements and 9 are electives; 9 credit hours are free electives. This leaves 81 hours dedicated to the college core and specialization (major) requirements. These include 51 credit hours for core business requirements and 30 dedicated to the students' specialization or business major requirements, of which 21 are compulsory and 9 hours electives. See table below for details:

### BBA Programs current Structure

A minimum of 120 credits is required as follows:

Requirements	Compulsory CR. H.	Elective CR. H.	Free Elective CR. H.	Total CR. H.
General Education Requirement	24	6	-	30
Business Core Requirement	54	-	-	54
Major Requirement	21	6	-	27
Elective Requirements	-	-	9	9
<b>Total</b>	<b>99</b>	<b>21</b>		<b>120</b>

### BBA Programs: The University College Requirements

University Requirements are 30 credits out of which 24 credits Compulsory Courses and 6 are electives. The compulsory 24 credit hours consists of: 2 English communications courses, 1 mathematics course, 1 Islamic culture, UAE Society and Innovation Creativity, Arabic as well as a computer literacy course which focuses on application of Excel. The remaining 6 credits include one course in the Natural or physical science and one course in behavioral sciences.

Course Code	Course Title	Pre-requisite	Cr.H
<b>1) English language, mathematics and use of computers</b>			
ENG 101	Composition and Modern English I	None	3
ENG 102	Composition and Modern English II	ENG 101	3
MTH 100	College Algebra	None	3
CIT 100	Computer Concepts and Applications	None	3
<b>Islamic studies, history, or culture</b>			
GED 100	Islamic Studies	None	3
<b>Humanities or arts</b>			
GED 110	UAE Society	None	3
IEC 112	Innovation, Creativity & Entrepreneurship	None	3

Course Code	Course Title	Pre-requisite	Cr.H	
<b>English, Arabic, or other languages</b>				
GED	120	Communication Skills in Arabic	None	3
<b>Natural or physical sciences requirement: student will select one course (3 credits) from the following</b>				
GED	130	Introduction to GIS	None	3
GED	140	Conceptual Physics	None	3
<b>Social or behavioral Sciences requirement: student will select one course (3 credits) from the following</b>				
GED	150	Critical Thinking	None	3
GED	160	Psychology in Everyday Life	None	3
GED	170	Ethics and the Modern World	None	3
GED	180	Human Behavior and Socialization	None	3
<b>Total</b>			<b>30</b>	

## Business Core Requirement

### a) Compulsory/core Business courses

The compulsory core common business courses (representing 54 credit hours) provide students with a fundamental knowledge and understanding of the functional areas of different business disciplines, the behavior of organizations, and decision-making processes. More specifically, they encompass the foundation areas of business as defined by the Association for the Advancement of Collegiate Schools of Business -International (AACSB-International). They provide students with the fundamentals of accounting and information systems, an understanding of the economic, social, political, and legal environments in which businesses operates and business decisions are made, the necessary quantitative and analytical skills, a broad understanding of organizational behavior, development, and management of human resources; an appreciation of the ethical and global issues confronting business, as well as principles of leadership and team-building. The list of these courses is given in Table below.

**Table List of the 18 compulsory common business courses**

Course Code	Course Title	Pre-requisite	Cr.H	
ACT	191	Principles of Accounting I	None	3
ACT	292	Principles of Accounting II	ACT 191	3
CIT	200	Introduction to Information Systems	CIT 100	3
ECO	251	Principles of Microeconomics	MTH 100	3
ECO	252	Principles of Macroeconomics	ECO 251	3
ENG	202	Business Communication	ENG 102	3
ENG	210	Speech Communication	ENG 102	3
BUS	380	Business Research Methods	QM 241	3

Course Code		Course Title	Pre-requisite	Cr.H
BUS	390	Internship	Junior or Senior standing	3
FIN	331	Managerial Finance	ACT 292	3
LAW	231	Legal Environment of Business	None	3
MGT	271	Principles of Management	None	3
MGT	373	Operations Management	MGT 271, QM 241	3
MGT	476	Strategic Management (Capstone)	Senior standing	3
MKT	361	Principles of Marketing	MGT 271	3
MTH	120	Business Calculus	MTH 100	3
QM	241	Business Statistics I	MTH 100	3
QM	341	Business Statistics II	QM 241	3
<b>Total</b>				<b>54</b>

### Accounting Concentration Requirements (27 credits)

The list of compulsory courses is the following 7 courses:

Course Code		Course Title	Pre-requisite	Cr.H.
ACT	337	Intermediate Accounting I	ACT 292	3
ACT	338	Intermediate Accounting II	ACT 337	3
ACT	365	Cost Accounting	ACT 292	3
ACT	396	Accounting Information Systems	ACT 292, CIT 200	3
ACT	409	International Accounting	ACT 338	3
ACT	411	Government and Non-Profit Accounting	ACT 338	3
FIN	341	Corporate Finance	ACT 292, FIN 331	3
<b>Total</b>				<b>21</b>

Students who choose Accounting Concentration must complete 2 elective courses (6 credit hours) from the following pool of courses:

Course Code		Course Title	Pre-requisite	Cr.H.
ACT	373	Special Topics in Accounting	ACT 338	3
ACT	405	Auditing	ACT 338	3
		upper-level (300-400) Finance		3
<b>Total</b>				<b>6</b>

## Finance and Banking Requirements (27 credits)

Course Code		Course Title	Pre-requisite	Cr.H.
FIN	341	Corporate Finance	ACT 292, FIN 331	3
FIN	345	Bank Management	FIN 331	3
FIN	347	Investment Management	FIN 331	3
FIN	351	Financial Institutions& Markets	FIN 331	3
FIN	361	Islamic Finance	FIN 331	3
FIN	407	Risk & Insurance Management	FIN 331	3
FIN	419	International Financial Management	FIN 341, ECO 252	3
<b>Total</b>				<b>21</b>

Students who choose Finance and Banking Concentration must complete 2 elective courses (6 credit hours) from the following pool of courses:

Course Code		Course Title	Pre-requisite	Cr.H.
FIN	373	Special Topics in Finance and Banking	FIN 341	3
FIN	436	Financial Derivatives	FIN 341, 351	3
xxx	xxx	upper-level (300-400) Accounting courses		3
<b>Total</b>				<b>6</b>

### Accounting Study Plan

Semester	Course Code		Course Title	Pre-requisite	Cr.H.
<b>Semester 1</b>	CIT	100	Computer Concepts and Applications		3
	ENG	101	Composition and Modern English I		3
	GED	100	Islamic Studies		3
	GED	110	UAE Society		3
	MTH	100	College Algebra		3
<b>Total</b>					<b>15</b>
<b>Semester 2</b>	ACT	191	Principles of Accounting I		3
	ENG	102	Composition and Modern English II	ENG 101	3
	MTH	120	Business Calculus	MTH 100	3
	GED	120	Communication Skills in Arabic		3
			Natural Science		3
<b>Total</b>					<b>15</b>
<b>Semester 3</b>	ACT	292	Principles of Accounting II	ACT 191	3
	ECO	251	Principles of Microeconomics	MTH 100	3
	ENG	202	Business Communication	ENG 102	3
	QM	241	Business Statistics I	MTH 100	3
			Social/Behavioral Sc. Elective (1)		3
<b>Total</b>					<b>15</b>
<b>Semester 4</b>	CIT	200	Introduction to Information Systems	CIT 100	3
	ECO	252	Principles of Macroeconomics	ECO 251	3
	ENG	210	Speech Communication	ENG 102	3
	LAW	231	Legal Environment of Business		3
	MGT	271	Principles of Management		3
<b>Total</b>					<b>15</b>
<b>Semester 5</b>	ACT	337	Intermediate Accounting I	ACT 292	3
	FIN	331	Managerial Finance	ACT 292	3
	MKT	361	Principles of Marketing	MGT 271	3
	QM	341	Business Statistics II	QM 241	3
	IEC	112	Innovation Creativity & Entrepreneurship		3
<b>Total</b>					<b>15</b>
<b>Semester 6</b>	ACT	338	Intermediate Accounting II	ACT 337	3
	ACT	365	Cost Accounting	ACT 292	3
	FIN	341	Corporate Finance	FIN 331	3
	BUS	380	Business Research Methods	QM 241	3
			Free Elective (1)		3
<b>Total</b>					<b>15</b>
<b>Semester 7</b>			Accounting Specialization Elective (1)		3
	ACT	396	Accounting Information Systems	ACT 292, CIT 200	3
	BUS	390	Internship	Jr. / Sr. standing	3
	MGT	373	Operations Management	MGT 271, QM 241	3
			Free Elective (2)		3
<b>Total</b>					<b>15</b>
<b>Semester 8</b>			Accounting Specialization Elective (2)		3
	ACT	409	International Accounting	ACT 338	3
	ACT	411	Government and Non-Profit Accounting	ACT 338	3
	MGT	476	Strategic Management (Capstone)	Final Sem.	3
			Free Elective (3)		3
<b>Total</b>					<b>15</b>
<b>Total Cr. H.</b>					<b>120</b>



### Finance and Banking Study Plan

Semester	Course Code		Course Title	Pre-requisite	Cr.H.
<b>Semester 1</b>	CIT	100	Computer Concepts and Applications		3
	ENG	101	Composition and Modern English I		3
	GED	100	Islamic Studies		3
	GED	110	UAE Society		3
	MTH	100	College Algebra		3
<b>Total</b>					<b>15</b>
<b>Semester 2</b>	ACT	191	Principles of Accounting I		3
	ENG	102	Composition and Modern English II	ENG 101	3
	MTH	120	Business Calculus	MTH 100	3
	GED	120	Communication Skills in Arabic		3
			Natural Science		3
<b>Total</b>					<b>15</b>
<b>Semester 3</b>	ACT	292	Principles of Accounting II	ACT 191	3
	ECO	251	Principles of Microeconomics	MTH 100	3
	ENG	202	Business Communication	ENG 102	3
	QM	241	Business Statistics I	MTH 100	3
			Social/Behavioral Sc. Elective (1)		3
<b>Total</b>					<b>15</b>
<b>Semester 4</b>	CIT	200	Introduction to Information Systems	CIT 100	3
	ECO	252	Principles of Macroeconomics	ECO 251	3
	ENG	210	Speech Communication	ENG 102	3
	LAW	231	Legal Environment of Business		3
	MGT	271	Principles of Management		3
<b>Total</b>					<b>15</b>
<b>Semester 5</b>			Free Elective (1)		3
	FIN	331	Managerial Finance	ACT 292	3
	MKT	361	Principles of Marketing	MGT 271	3
	QM	341	Business Statistics II	QM 241	3
	IEC	112	Innovation Creativity & Entrepreneurship		3
<b>Total</b>					<b>15</b>
<b>Semester 6</b>	FIN	341	Corporate Finance	FIN 331	3
	FIN	345	Bank Management	FIN 331	3
	FIN	347	Investment Management	FIN 331	3
	BUS	380	Business Research Methods	QM 241	3
			Free Elective (2)		3
<b>Total</b>					<b>15</b>
<b>Semester 7</b>			Finance Specialization Elective (1)		3
	FIN	351	Financial Institutions & Markets	FIN 331	3
	FIN	361	Islamic Finance	FIN 331	3
	BUS	390	Internship	Jr./ Sr. standing	3
	MGT	373	Operations Management	MGT 271, QM 241	3
<b>Total</b>					<b>15</b>
<b>Semester 8</b>			Finance Specialization Elective (2)		3
	FIN	407	Risk & Insurance Management	FIN 331	3
	FIN	419	International Financial Management	FIN 341, ECO 252	3
	MGT	476	Strategic Management (Capstone)	Final Sem.	3
			Free Elective (3)		3
<b>Total</b>					<b>15</b>
<b>Total Cr. H.</b>					<b>120</b>

## **17. Department Of Law**

### **17.1. Mission**

Department of Law seeks to become a competitor to the law schools and legal education institutions in the region of UAE and to pioneer in the field of legal education, legal research and in the field of community legal service.

Law Department aims to prepare/develop cadres that has legal skills & knowledge theoretical and practical, and provide the labor legal market with the former mentioned type of graduates, and thus contributing to fill the needs of the development plans, and contribute effectively to expand the areas of legal scientific research and development, and the provision of various types of legal services to individuals and institutions of the local community through legal advice, workshops, training sessions and participate in the preparation of draft laws.

### **17.2. Objectives of the Law Department:**

1. Activation of the science knowledge base in the science of law, branches and rights, and work on developing it, and linking it to the legislative school adopted by the UAE legislator.
2. Provide the environment of scientific and practical measures to ensure the quality of teaching and learning, research and training by all members of the community section.
3. Building balanced scientific character for law student in its three dimensions; knowledge, Applied skill and Ethics.
4. Support and dissemination of legal culture and the values of Arab-Islamic civilization justice through the promotion of scientific research and holding conferences and public seminars.
5. Participation in the coverage of the developmental needs of the Republic of UAE and the region through the provision of qualified legal staff to meet the requirements of the labour market of this specialty.
6. Support for continuing education to serve the society through the development and implementation of training programs and workshops, and providing legal advice.
7. Communicate with community organizations and various business sectors to determine changes in the path of labour market needs, and the development of academic programs in the department to meet the new changes.

### **17.3. Objectives of the Academic Program**

The program is designed to achieve the following objectives:

1. Build a solid scientific law base for law students in law basics, purposes and branches.
2. Establishment and strengthening the applied professional side of legal theories science for the student.
3. Development of capabilities and mental skills for law student.
4. Enable the student to legal research (bachelor's level), according to the methodology of scientific research.
5. Instill the spirit of continuous and renewed learning for law student.
6. Enable the student to acquire various job skills and proficiency in use to raise the efficiency of his personal performance along with the institution.

### **17.4. Program Outputs**

When you complete the program successfully student becomes able to:

1. Knows precisely the concepts and the basic rules of law and specially the UAE law.
2. Compares the different legislative solutions, jurisprudence and judicial.
3. Apply the rules of law correctly on the incidents.
4. Analyzes the legal issues in depth.
5. Explains the legal texts according to the adopted rules of interpretation.
6. Enhance in scientific manner the different legal texts.
7. Develops solutions for UAE law to deal with legal problems.
8. Perform scientific research in accordance with the curriculum of legal research.
9. Fluent in the use of various sources of knowledge.
10. Formulates notes, suit papers and legal judgments in a proper legal language.
11. Fluent in use of information technology (hardware and software) in the completion of various business.
12. Works smoothly and efficiently in the framework of the team.

## 17.5. The University College Requirements

University Requirements are 30 credits out of which 24 credits Compulsory Courses and 6 are electives. The compulsory 24 credit hours consists of: 2 English communications courses, 2 Arabic courses, 1 mathematics course, 1 Islamic culture, Innovation Creativity, Arabic as well as a computer literacy course. The remaining 6 credits include one course in **Islamic & Social Sciences** and one course in **Science**.

### Bachelor of Law Programs current Structure

A minimum of 120 credits is required as follows:

Requirements	Compulsory CR. H.	Elective CR. H.	Free Elective CR. H.	Total CR. H.
General Education Requirement	24	6	-	30
Law Core Requirement	90	9	-	99
Elective Requirements	-	-	3	3
<b>Total</b>	<b>114</b>	<b>18</b>		<b>132</b>

### The University College Requirements

Course Code	Course Title	Pre-requisite	Cr.H
<b>Mandatory University Requirements (24 Hours)</b>			
ENG 110	Communication Skills in English (1)	None	3
ENG 120	Communication Skills in English (2)	ENG 110	3
MAT 100	Principle of Statistics	None	3
CIT 110	Introduction to Information Technology	None	3
GED 100	Islamic Studies	None	3
ARB 110	Arabic-Language Communication Skills (1)	None	3
ARB 120	Arabic-Language Communication Skills (2)	ARB 110	3
IEC 112	Innovation Creativity & Entrepreneurship	None	3
Students should select three courses from the following courses provided that they are not from only one group:			
<b>Group (1) Islamic &amp; Social Sciences</b>			
GED 115	Law & Society	None	3
GED 132	Introduction to Science of the Qur'an and Sunnah	None	3
GED 191	Human Rights in Islam and International Conventions	None	3
<b>Group 2 Science</b>			
GED 230	Introduction to Economics	None	3
GED 231	Man and the Environment	None	3

Course Code		Course Title	Pre-requisite	Cr.H
GED	232	Introduction to Chemistry	None	3
<b>Total</b>				<b>30</b>

**Mandatory Courses (90) credit hours**

Course Code		Course Title	Pre-requisite	Cr.H
PRIV	111	Introduction to Law	None	3
PRIV	113	Sources Obligations	PRIV 111	3
PRIV	121	Principles of Commercial Law	PRIV 111	3
PRIV	133	Introduction to Islamic jurisprudence	None	3
PUBL	161	Constitutional Law and Political Systems	None	3
PUBL	171	Principles of Administrative Law	None	3
PRIV	114	Involuntary Sources of Obligations	PRIV 113	3
PRIV	222	Company Law and Bankruptcy	PRIV 121	3
PRIV	241	Law of Evidence and Implementation	PRIV 113	3
PRIV	252	Fundamentals of Legal Research	None	3
PRIV	215	Rules of Obligations	PRIV 114	3
PUBL	282	Penal law/General Part	PRIV 111	3
PUBL	283	Penal Law / Private Part (1)	PUBL 282	3
ENG	290	Legal terminology in English	ENG 120	3
ENG	292	Legal Studies in English	ENG 120, PRIV 111	3
PRIV	316	Labor Law and Social Security	PRIV 114	3
PRIV	317	Nominate Contracts	PRIV 215	3
PRIV	318	Private International Law	PRIV 317	3
PRIV	335	Personal Status Law (1)	PRIV 133	3
PRIV	342	Law of Civil Procedure	PRIV 215	3
PRIV	356	Commercial Arbitration	PRIV 342	3
PUBL	393	Public International Law (In English)	PRIV 111	3
PRIV	419	Real Rights (Rights in Rem)	PRIV 317	3
PRIV	427	Banking Transactions	PRIV 113, 121	3
PRIV	428	Maritime Aviation Law	PRIV 113, 121	3
PRIV	434	Origin of jurisprudence	PRIV 133	3
PRIV	436	Inheritance and bequests and Endowment	PRIV 335	3
PUBL	450	Law of Criminal Procedures	PUBL 283	3
PRIV	453	Practical training*	PRIV 342 & PUBL 450	3
PRIV	454	Graduation Research	105 Cr. H.	3
<b>Total</b>				<b>90</b>

\* Practical training is divided into:

1- External practical training is offered during the mid-year vacation and students who completed the course of Law of civil procedure or Law of Criminal Procedure are only allowed to register

2- Internal practical training is offered over two semesters with two hours a week and students who completed all of the courses in the first and second levels are only allowed to register. We will address the subject of training in the next point.

**Core Elective Requirements:** student will select three courses from the following list:

Course Code		Course Title	Pre-requisite	Cr.H
PUBL	272	Fiscal and Financial Legislation	PUBL 171	3
PUBL	281	Criminology	PRIV 111	3
PRIV	325	Intellectual Property	PRIV 121	3
PUBL	374	Environment Protection Law	PUBL 171	3
PUBL	384	Penal Law (2)	PUBL 282	3
PUBL	394	International Organizations	PUBL 393	3
PRIV	429	Legal Regulation of Electronic Commerce	PRIV 317	3
PUBL	490	Consumer Protection Law	GED 230	3
PUBL	496	International Humanitarian Law	PUBL 393	3
<b>Total</b>				<b>9</b>

**Free courses (3) credit hours**

Students should select one of the courses offered by any other department of the College other than the course offered by the Law Department.

### Proposed Course Sequence of Study- Bachelor of Law

Semester	Code		Subject Title	Prerequisite	Cr
<b>Semester 1 (Level 1)</b>	ARB	110	Arabic-language communication skills (1)	None	3
	ENG	110	Communication skills in English (1)	None	3
	PRIV	111	Introduction to Law	None	3
	PRIV	133	Introduction to Islamic Jurisprudence	None	3
	PUBL	161	Constitutional law and political systems	None	3
	PUBL	171	Principles of administrative law	None	3
	<b>Total</b>				
<b>Semester 2 (Level 2)</b>	ARB	120	Arabic-language communication skills (2)	ARB 110	3
	ENG	120	Communication skills in English (2)	ENG 110	3
	PRIV	113	Sources Obligations	PRIV111	3
	PRIV	121	Principles of Commercial Law	PRIV111	3
	GED	100	Islamic culture	None	3
	<b>Total</b>				
<b>Semester 3 (Level 3)</b>	MAT	100	Principles of statistics	None	3
	CIT	110	Introduction to information technology	None	3
	PRIV	114	Involuntary Sources of Obligations	PRIV113	3
	PRIV	222	Company Law and Bankruptcy	PRIV 121	3
	IEC	112	Innovation Creativity & Entrepreneurship	None	3
	PUBL	282	Penal law/General Part	PRIV 111	3
	<b>Total</b>				
<b>Semester 4 (Level 4)</b>	PRIV	241	Law of Evidence and Implementation	PRIV 113	3
	PRIV	252	Fundamentals of legal research	None	3
	PRIV	215	Rules of Obligations	PRIV114	3
	PUBL	283	Penal Law / Private part (1)	PUBL 282	3
	ENG	292	Legal studies in English	ENG 120, PRIV 111	3
			University elective course (1)	None	3
	<b>Total</b>				
<b>Semester 5 (Level 5)</b>	ENG	290	Legal terminology in English	ENG 120	3
	PRIV	317	Nominate Contracts	PRIV 215	3
	PRIV	342	Law of Civil Procedure	PRIV 215	3
			Department elective courses (1)	None	3
			University elective course (2)	None	3
	<b>Total</b>				
<b>Semester 6 (Level 6)</b>	PRIV	316	Labor Law and Social Security	PRIV 114	3
	PRIV	318	Private International Law	PRIV 317	3
	PRIV	335	Personal Status Law (1)	PRIV 133	3
	PUBL	393	Public International Law (In English)	PRIV 111	3
			Department elective courses (2)	None	3
	PRIV	356	Commercial Arbitration	PRIV 342	3
	<b>Total</b>				
<b>Semester 7 (Level 7)</b>	PRIV	427	Banking Transactions	PRIV 113, 121	3
	PRIV	436	Inheritance and bequests and Endowment	PRIV335	3
	PUBL	450	Law of Criminal Procedures	PUBL 283	3
			Free elective Course (1)	None	3
	PRIV	434	Origin of jurisprudence	PRIV 133	3
	<b>Total</b>				
<b>Semester 8 (Level 8)</b>	PRIV	419	Real rights (Rights in Rem)	PRIV317	3
	PRIV	428	Maritime and Aviation Law	PRIV 113, 121	3
	PRIV	453	Practical training	PRIV 342 & PUBL 450	3
	PRIV	454	Graduation Research	Completion of (105) credit hours at least	3
			Department elective courses (3)	None	3
	<b>Total</b>				
<b>Total</b>					<b>132</b>

## 18. Course Descriptions

### Remedial Courses

**ENG 001**                      **Elementary level**                      **0 Cr. H.**

The aim of this level is to improve the four skill areas: reading, writing, speaking and listening. The course will focus on introducing vocabulary, developing basic reading skills of simplified texts, improving listening and conversation skills, and introducing the mechanics of writing to develop writing accuracy at the sentence level. **Prerequisite: None**

**ENG 002**                      **Intermediate level**                      **0 Cr. H.**

This level focuses on academic preparation in a combined reading/writing course, oral communication, and grammar. It also expands the existing proficiency in speaking, writing, reading and listening. Students will build their vocabulary, acquire academic reading strategies, and write organized paragraphs with grammatically correct sentences. **Prerequisite: English Placement Test Score – ENG-001**

**ENG 003**                      **Advanced level**                      **0 Cr. H.**

This course will improve the four skill areas with emphasis on reading and writing short essays to prepare students for the TOEFL/ IELTS exams quickly and efficiently. It will also prepare students to join and succeed in major university courses by developing university level vocabulary and using various reading strategies through authentic texts to increase reading speed and comprehension. **Prerequisite: English Placement Test Score equivalent to ENG 003 or passing grade in ENG 002**

### University College Requirements

**ARB 110 Arabic-Language Communication Skills (1)**                      **3-0-3**

يهدف هذا المساق معرفة كافية بمهارات اللغة العربية الوظيفية الأساسية على نحو يبرز الترابط والتكامل الوثيق بين هذه المهارات، من خلال نصوص متنوعة في مضامينها وجمالياتها. فالنص هو العُمدة في هذا المقرر، وهو المحور الرئيس فيه، وقراءته وفهمه واستيعابه وتدوقه غاية ما يسعى إليه هذا المساق وعلى هذا فالمساق يستقطب مجموعة من النصوص المتنوعة في مضامينها وجمالياتها، تدور حول كل نص مطالب ستة، هي: الفهم والاستيعاب، المعجم، التطبيقات اللغوية (الصرف والنحو وقواعد الكتابة)، والتطبيقات الأسلوبية، والتعبير الكتابي، والنشاط الإضافي. **Prerequisite: None.**



**ARB 120 Arabic-Language Communication Skills (2)****3-0-3**

يهيئ هذا المساق معرفة بمهارات اللغة العربية العليا الوظيفية ممثلة في: التلخيص والتحليل الموضوعي والنقد، من خلال نصوص متنوعة تتناول: مختلف الأجناس الأدبية، شعرًا ونثرًا، وحقول المعرفة المختلفة.

**Prerequisite: ARB 110****ENG 101****Composition and Modern English I****3-0-3**

This course develops the student's skills in reading and writing through the understanding and utilization of clear, correct grammatical development of written. Students will be expected to compose, revise, and edit all written assignments, utilizing a correct paragraph and report structure and organization, analyzes, purpose and tone. **Prerequisite: None**

**ENG 102****Composition and Modern English II****3-0-3**

This course reinforces the knowledge and skills learned in ENG 101 and introduce the student to the techniques, principles, and concepts of argument and textual analysis through composition of increasingly complex analytical essays and reports. The focus is on developing the students' skills and competency in critical analysis and interpretation of texts. **Prerequisite ENG 101**

**ENG 110****Communication Skills in English (1)****3-0-3**

This course is designed to develop the students' English background and enhance their linguistic understanding. It focuses on the four basic language skills: listening, speaking, reading and writing. The teacher's main emphasis is on the level of the learners' writing and accuracy, which are the core of English language. The mastery of grammar undoubtedly paves the way to accumulate a good command of English.

**Prerequisite None****ENG 120****Communication Skills in English (2)****3-0-3**

This course is a continuation of ENG 110. All students should have passed level one. It also focuses on the basics of English grammar, especially the writing skill.

**Prerequisite ENG 110****MAT 100****Principle of Statistics****3-0-3**

يتناول المساق بجاييه النظري والعملي المفاهيم الإحصائية الأساس ووصف البيانات واستخدام الحاسوب لجدولتها

**Prerequisite None.** ثم معرفة مفاهيم النزعة المركزية والدرجات المعيارية لها.

**MTH 100**                      **College Algebra**                      **3-0-3**

This course outlines the concepts and principles of algebra, dealing with equations, graphs, models, functions, and other aspects to develop a strong understanding of algebraic concepts and principles in the student. **Prerequisite None**

**CIT 100**                      **Computer Concepts and Applications**                      **2-2-3**

This course introduces students to the concept of computers and their utilization in business. Typically the course will focus on Microsoft's Office suite, including the how to use Word, Excel, and PowerPoint, databases, and other current software utilized in the business environment. **Prerequisite None**

**CIT 110**                      **Introduction to Information Technology**                      **2-2-3**

يهدف هذا المساق إلى التعريف بجهاز الكمبيوتر واكتساب المهارات الكاملة لاستخدام نظام ويندوز، وتأهيل الطلبة لاستخدام برامج المكتب، كالتعامل مع النصوص واستخدام الجداول وإجراء المعادلات الحسابية واستخدام الجداول وإجراء المعادلات الحسابية واستخدام وسائل العرض المختلفة. **Prerequisite None**.

**GED 100**                      **Islamic Studies**                      **3-0-3**

This course introduces students to the rich culture and history of Islam through the understanding and examination of its development and meaning and examining it in relation to other existing cultures and believes. **Prerequisite None**

**GED 110**                      **UAE Society**                      **3-0-3**

This course focuses on allowing students to enrich themselves in the understanding and cultural, historical, political, geographic, and social aspects of the nation they live in, the United Arab Emirates. The course highlights the vast changes that has occurred to the nation and gives the student a thorough perspective of how these changes have affected the nation and its society has a whole. **Prerequisite None**

**GED 115**                      **Law & Society**                      **3-0-3**

**Prerequisite None**

**IEC 112**                      **Innovation Creativity & Entrepreneurship**                      **3-0-3**

Creativity, innovation and entrepreneurship are essentials tools for the global society including the Gulf region, which require the acquisition of new skills and abilities to take advantage of opportunities in different fields such as social, economic and cultural. Therefore, this course is designed to provide students with an understanding and recognition of creativity, innovation, and entrepreneurship.

Students will be able to gain acknowledge of the theoretical framework and utilized its application in the real world. **Prerequisite None**

**GED 120                      Communication Skills in Arabic 2                      3-0-3**

This course develops the students understanding of the Arabic language, the basic skills in utilizing the language in different settings and environments, and the ability in understanding the fundamental procedural techniques regarding the text structure either in Classical or in Standard Arabic. **Prerequisite None**

**GED 130                      Introduction to GIS                      3-0-3**

This course is an overview and introduction to Geographic Information Systems, what they are, their uses, and application. Some topics covered will be site selection, cartographic communications and a broad range of spatial data interrelationships. **Prerequisite None**

**GED 131                      History of Journalism                      3-0-3**

Historical development of typography since Gothenburg and, even today, the press and freedom of expression in Europe and North America in the 19<sup>th</sup> century, the emergence of Arabic press since the beginning of the 19<sup>th</sup> century, the career of journalistic practice historical functions of journalism in contemporary societies, evolution Paper printing press technology to electronic publishing, press legislation and charters, press in the world and the Arabic region, the future of journalism in the Internet age. **Prerequisite None**

**GED 132                      Introduction to Science of the Qur'an and Sunnah 3-0-3**

يركز هذا المساق على عرض علوم القرآن والسنة باعتبارهما أهم مصادر التشريع الإسلامي، مع الوقوف على الموضوعات المهمة في مباحث علوم القرآن والسنة النبوية، وأثرهما في استنباط الأحكام الفقهية من النصوص الشرعية. **Prerequisite None**

**GED 140                      Conceptual Physics                      3-0-3**

This course examines the concepts and theories of physics in understanding the physical world as we understand it; focusing on aspects of Newton's laws, how gravity works, the functions of heat, sound, and light, the process of electricity, concepts of relativity and quantum theory, and other topics. **Prerequisite None**

**GED 150                      Critical Thinking                      3-0-3**

This course is an overview of the techniques and skills utilized in analyzing and evaluating arguments and assertions, problems, and everyday situations through formal logical reasoning. ***Prerequisite None***

**GED 160                      Psychology in Everyday Life                      3-0-3**

This course is an exploration of the principles and concepts and a basic overview of the field of psychology and how these concepts are applied in everyday living. Students study specific topics and then apply their understanding through exercises and activities. ***Prerequisite None***

**GED 170                      Ethics and the Modern World                      3-0-3**

This course discusses and describes influential approaches to morality, character ethics, consequences-based ethics, and principle-based ethics. The students identify, critique, and review their preferred ethical orientation in relation to these moral bases and recognize these bases in personal and public discourse, and adapt to frameworks other than their own by applying this knowledge. ***Prerequisite None***

**GED 180                      Human Behavior and Socialization                      3-0-3**

This course is an introduction and broad overview of the concepts and principles of sociology, with an emphasis on the social natures of human behavior, including an understanding of the make-up and definitions of culture, the development of social structures and socialization, the formations of a family structure, issues of gender and religion, and other topics specific to human behavior and socialization. ***Prerequisite None***

**GED 191                      Human Rights in Islam and International Conventions 3-0-3**

This course covers the definition of truth and its types, and human rights, among other rights, its evolution, and its universality, and means of protection in international instruments and Islamic law. ***Prerequisite None***

**GED 230                      Introduction to Economics                      3-0-3**

يهدف هذا المساق إلى تعريف الدارسين بمبادئ الاقتصاد ، فتتناول الدراسة الوحدات الدراسية التي توضح مبادئ علم الاقتصاد ، ومفهوم المشكلة الاقتصادية وأركانها، وبعض المشاكل الاقتصادية، ودراسة السوق ونظرية العرض والطلب والعوامل المؤثرة عليها ومحددات العرض والطلب، ومفهوم الناتج القومي والدخل القومي، والسياسات الاقتصادية، وكذلك المعالم الرئيسية لخطط التنمية الاقتصادية والنقود ووظائفها ودور البنوك في عالم الأعمال. ***Prerequisite None***

**GED 231                      Man and the Environment                      3-0-3**

This course deals with environmental concepts, principles and the role of the family in human evidence, this course reviews the various environmental problems, environmental problems impact on family and community. ***Prerequisite None***

**GED 232 Introduction to Chemistry**

This course aim to study the matter (gases and liquids) and apply the rules used, chemical equilibrium solutions and includes practical exercises covering core concepts above. ***Prerequisite None***

**Business Core Courses**

**ACT 191                      Principles of Accounting I                      3-0-3**

This course is intended to provide students the fundamental accounting principles, concepts, procedures. The students are expected to learn different steps in accounting cycles, Accounting for Receivables, cash, Inventories, Payroll, Merchandising Operations, and accounting for Partnerships. ***Prerequisite None***

**ACT 292                      Principles of Accounting II                      3-0-3**

This course is a continuation of Principles of Accounting I and is designed to emphasize managerial accounting principles and the utilizing of accounting information in decision-making. The course develops a solid understanding of costs and cost behavior and the use of such information for planning, controlling, and making managerial decisions. It also helps to develop an understanding of management accounting systems as well as the interrelationship of management accounting and financial accounting. ***Prerequisite ACT 191***

**CIT 200                      Introduction to Information Systems                      3-1-3**

This course is an introduction to the management of computer and information systems and their application in business environments and in solving the challenges faced by management and organizations. ***Prerequisite CIT 100***

**ECO 251                      Principles of Microeconomics                      3-0-3**

This course seeks to help the student develop the tools necessary to analyze and investigate various microeconomic problems; issues of scarcity and choice, price determination and the elasticity and inelasticity of price, perfect competition, monopolistic competition and oligopoly, factor pricing, factor mobility, labor markets, and the importance and role of economic policy in our everyday lives. ***Prerequisite MTH 100***

**ECO 252                      Principles of Macroeconomics                      3-0-3**

This course is a study of the economy on the aggregate (macro) level. It covers the economic policy and data, the principles of market economics, the methods and tools in measuring national economic activity, unemployment, inflation, and how they affect the business cycle. The course also looks in economics over the international level and the theories of economic growth and development. Theories of macroeconomics such as the classical-Keynesian debate, the monetary system, the federal reserve system, money markets and fractional reserve banking are also examined. ***Prerequisite ECO 251***

**ENG 202                      Business Communication                      3-0-3**

This course focuses on developing the student's ability to utilize communication and research in a professional manner that is applicable to industry, business, and corporate environments. Students will learn to develop various types of written business correspondence, analyze and interpret business problems and communicate them in a business manner, utilizing, memos, forms and other forms of business communication techniques. The students will also learn basic writing, editing, and presentation skills and utilize interpersonal communication.

***Prerequisite ENG 102***

**ENG 210                      Speech Communication                      3-0-3**

This course develops the skills used and needed in written and oral communication that students will need in their professional lives. This course emphasizes the strategies and formats that lead to effective communication through the development of various communication formats including the creation of clear and concise correspondence letters, memoranda and reports. Strong emphasis is also placed in developing the student's skills in informal and formal public speaking.

***Prerequisite ENG 102***

**BUS 380                      Business Research Methods                      3-0-3**

This course is intended to provide the students an understanding on the theory and applied techniques needed to conduct an effective research for business decision making in any business establishment. It focuses mainly on the areas such as the role of research in business, types of business research, problem identification techniques, drafting of research objectives, hypothesis, fixing the research methodology, familiarizing the tools for data analysis, report writing and ultimately equipping the students to prepare a research proposal for a particular area of business research. ***Prerequisite QM 241***

**BUS 390                      Internship                      3-0-3**

This course offers the student a chance to incorporate the theoretical concepts and principles with practical experience in a business setting. It enables students see the reality of the Accounting, Finance and Banking, Real Estate Development and Investment profession, and apply their knowledge and skills in a corporate and/or professional environment and utilize this experience for attaining future employment. ***Prerequisite Junior or Senior standing***

**FIN 331                      Managerial Finance                      3-0-3**

This course is an introduction to financial management that develops an understanding of the analysis, planning and control of internal and external financial decisions of a corporate entity. ***Prerequisite ACT 292***

**LAW 231                      Legal Environment of Business                      3-0-3**

The Course focuses on the study of various laws applicable to business activities, such as contract, agency laws, bailment and formation of various types of Companies, their legal background, basis and application and the business related UAE Laws. ***Prerequisite None***

**MGT 271                      Principles of Management                      3-0-3**

This course is the foundation for the understanding of management theories and issues, organization structures and formations, leadership skills and techniques, and the political, economic, technical, and social implications of managerial decision-making. It focuses on the basic roles, skills and functions of management and managerial responsibility for effective and efficient achievement of goals. ***Prerequisite None***

**MGT 373                      Operations Management                      3-0-3**

This course examines the strategic relationship between operations and production in relation to the functioning organization as a whole and in relation to the other functional departments in an organization. Students are introduced to the concepts of value chain, forecasting models, inventory methods and design, statistical process control, process models and project management and TQM principles and methods, as well as introducing the student to supply chain and logistical concepts and methods. ***Prerequisite MGT 271, QM 241***

**MGT 476                      Strategic Management (Capstone)                      3-0-3**

This course is an examination of the techniques, processes, and methods used by firms in gaining and maintaining a competitive advantage by utilizing and analyzing various situations and challenges faced by organizations and the strategic insight, vision, and decisions to resolve them. ***Prerequisite Senior standing***

**MKT 361**                      **Principles of Marketing**                      **3-0-3**

This course is an introduction to the concepts of marketing utilized in developing marketing strategies for an organization or firm. Theoretical concepts in marketing will be discussed, including value driven marketing, the marketing plan, marketing research, target markets and segmentation, along with their implications in formulating marketing strategies. ***Prerequisite MGT-271***

**MTH 120**                      **Business Calculus**                      **3-0-3**

This course is an introduction to the uses of calculus in business, economics, and the social sciences. Some of the topics covered are curve sketching, exponential growth and anti-derivatives. This course is designed to give students a sound understanding of basic concepts of calculus and to give them the knowledge and skills to apply a variety of techniques to practical situations. ***Prerequisite MTH 100***

**QM 241**                      **Business Statistics I**                      **3-0-3**

This course introduces the application of statistics in business environments, utilizing statistical techniques, from data analysis and frequency distributions to the use of samplings and correlations, in solving business problems and for making business decisions. ***Prerequisite MTH 100***

**QM 341**                      **Business Statistics II**                      **3-0-3**

This course is a continuation of QM 241, reinforces, and introduces many new concepts in the use of statistics for business and managerial decision-making. The course examines inference and hypothesis testing, statistics for quality control, simple and multiple regression, analysis of variance, and time-series techniques as well as their application in business analysis. ***Prerequisite QM 241***



## Accounting Concentration

### **ACT 337                      Intermediate Accounting I                      3-0-3**

This course is the first of two intermediate accounting courses and enhances on what was learnt in principles of accounting I and II. Students will examine in detail how to develop and prepare financial statements, examine financial transactions, understand the proper recording and reporting of assets, liabilities, and equities, and more in depth study of accounting principles and techniques. **Prerequisite ACT 292**

### **ACT 338                      Intermediate Accounting II                      3-0-3**

This course is the second of two intermediate accounting courses. In ACT 292 we examine in depth recording of liabilities and long-term liabilities, examine contingencies and stockholder equity We also analyze investments and earnings per share and look into aspects of the reporting of taxes as tax formation seems to be the future of the UAE, pensions, and other detailed aspects that reinforce what was learnt in ACT 291. **Prerequisite ACT 337**

### **ACT 365                      Cost Accounting                      3-0-3**

This course is a study of the utilization of tools such as standard costing, cost-volume-profit analysis, variance analysis, budgeting, and the use of strategic cost management for decision making. **Prerequisite ACT 292**

### **ACT 396                      Accounting Information Systems                      3-0-3**

This course overviews the current concepts, developments, technologies, and current technological systems utilized for accounting and auditing purposes. An accounting information system or AIS is an integral part of a corporate enterprise system and critical to the managing, auditing and developing of an organization in today's evolving business environment. Thus the objective is to familiarize the student with accounting information systems and their components; how accounting information systems transform of raw financial data into financial information; assuring the accuracy and reliability of accounting data and information by utilizing internal controls; the systems analysis, design, and implementation cycle; and the utilization of a variety of software packages for accounting purposes. **Prerequisite ACT 292, CIT 200**

### **ACT 409                      International Accounting                      3-0-3**

This course aims to provide the student an overview of a broadly defined area of international accounting, along with the focus on the accounting issues related to international business activities and foreign operations. This course also aims to

familiarize students with international accounting regulations and certain concepts of worldwide accounting standards. ***Prerequisite ACT 338***

**ACT 411                      Government and Non-Profit Accounting                      3-0-3**

This course looks at accounting from the perspective of government and non-profit bodies as how to apply accounting principles of concepts to these entities. The course also examines the differences and similarities between for profit organization and non-profit companies as well as government agencies. ***Prerequisite ACT 338***

**FIN 341                      Corporate Finance                      3-0-3**

This course examines the financial tools, theories, and applications utilized in comprehending, examining, and integrating financial information to aid financial decision making in a corporate environment. Interest rates, cash flows, dividends, taxation, and other aspects of finance and accounting are discussed in relation to corporate decision-making. ***Prerequisite ACT 292, FIN 331***

**ACT 373                      Special Topics in Accounting                      3-0-3**

This course is to discuss important issues and roles of accounting in the current and future business world and economy. After completing the course, the students are expected to understand the topics, analyze the implications of business and economic changes to accounting and vice versa; and give opinion and make decisions related to the issues. ***Prerequisite ACT 338***

**ACT 405                      Auditing                      3-0-3**

This course focuses on the principles and techniques utilized by accountants in auditing financial statements. It introduces the concepts of audit reporting requirements, and tools to utilize analytical skills to study and test internal controls, and the detail testing of statement details. In addition, topics in operational auditing, internal auditing, compliance auditing, and forensic accounting will be discussed. ***Prerequisite ACT 338***

## **Finance and Banking Concentration**

### **FIN 341 Corporate Finance 3-0-3**

This course examines the financial tools, theories, and applications utilized in comprehending, examining, and integrating financial information to aid financial decision making in a corporate environment. Interest rates, cash flows, dividends, taxation, and other aspects of finance and accounting are discussed in relation to corporate decision-making. ***Prerequisite FIN 331***

### **FIN 345 Bank Management 3-0-3**

The course examines the requirements of managing the daily routines and operations, financial structure, types of investments, and resource allocations of various types of banks, including commercial banks, investment banks, and savings banks. ***Prerequisite FIN 331***

### **FIN 347 Investment Management 3-0-3**

The main objective of the course is to provide the student a theoretical and practical understanding in the field of investments. It deals with the topics from financial markets, understanding of performance evaluation and derivatives, equity and fixed-income security valuation, a comprehension of capital market equilibrium and risk-return trade-off, as well as portfolio theory. All this while utilizing real-world examples to connect with the theoretical framework. ***Prerequisite FIN 331***

### **FIN 351 Financial Institutions& Markets 3-0-3**

This course examines financial markets and institutions in the UAE as well as the United States, as our country's currency (UAE Dirham) is pegged with US dollars and thus the movements of our securities follow the US securities market. Some topics covered include an examination of interest rates and their determination by market forces, the financial markets, including examining stocks, bonds, money markets, and derivatives, and other traded assets, as well as examining how financial institutions operate, investment banks, brokers, venture capital, and mutual funds. ***Prerequisite FIN 331***

### **FIN 361 Islamic Finance 3-0-3**

This course is designed to provide students with a thorough understanding of finance from the point of view of an Islamic nature, where no interest is allowed. An understanding of Shariah law and how it applies to lending and banking, laws governing buying through murabah and others forms of Islamic finance is delved into and presented as an alternative financial means to commercial banking. ***Prerequisite FIN 331***

**FIN 407                      Risk & Insurance Management                      3-0-3**

This course is study of the tools and techniques managing risk through the strategic attainment of insurance on behave of corporation needs and assessments. Risk management also refers to the management of risk for associated with financial engineering and derivatives in the financial markets, as the past two decades have seen increased spectacular failures by firms and individuals using derivatives, there has been a renewed focus on risk management as a corporate decision making process. ***Prerequisite FIN 331***

**FIN 419                      International Financial Management                      3-0-3**

This course delves into the vast foray of international finance and the aspects and issues that affect a firm financially when doing business on an international basis. It provides students an understanding of the financial tools as well as skills needed by organizations in international markets. ***Prerequisite FIN 341, ECO 252***

**FIN 373                      Special Topics in Finance and Banking                      3-0-3**

This course discusses important issues and roles of finance and banking in the current and future business world and economy. Upon completion, students will understand the topics, analyze the implications of business and economic changes to finance and banking and vice versa; and give opinion and make decisions related to the issues. ***Prerequisite FIN 341***

**FIN 436                      Financial Derivatives                      3-0-3**

This course is a study of the major types of derivatives, from swaps and options to forward and futures. Students will look at using derivatives in various hedging and speculation trading, derivative pricing techniques. They will also look at various market and credit issuer risks in derivatives, what are called "exotic derivatives, and other important aspects of derivatives. ***Prerequisite FIN 341, 351***

## **Mass Communication Courses (Core Courses)**

### **COM 101 Introduction to Journalism 3-0-3**

Introduces journalism as a professional field; press systems in the Arab region and around the world; social, political, cultural and economic functions of the press; news processes and regulations; technological developments in online and citizen journalism. ***Pre-requisite None***

### **COM 102 Introduction to Public Relations 3-0-3**

Introduces public relations as communication management; public relations models and processes; the PR practitioner; PR organizational charts and functions; PR in government and private organizations; relations with publics and media; internal and external communications. ***Pre-requisite None***

### **COM 103 Introduction to New Media 3-0-3**

Introduces new media; comparison with traditional media; new media theories; new media channels and functions; new media and social change; new media and commercial and social marketing; new media as empowerment; social networks; technological components. ***Pre-requisite None***

### **COM 211 Communication Theories 3-0-3**

Media effects models around the world; normative media theories; structural and functional theories in mass communication; cultural studies approaches to media; classical propaganda models; partial effects theories; the captive audience theory. ***Pre-requisite COM 101***

### **COM 212 Research Methods 3-0-3**

Introduction to social and behavioral science research; media research concepts; content analysis; survey research; public opinion polls; experimental research; focus groups; research methods in public relations and advertising; conceptual and operational procedures. ***Pre-requisite COM 101***

### **COM 223 Media Ethics and Laws 3-0-3**

Moral and normative principles of media ethics; global and universal standards in media ethics; media codes of ethics in the UAE and the Arab region; foundations of media ethics; media law concepts; UAE press and publications law; Arab media laws and regulations. ***Pre-requisite COM 211***

**COM 231                      Media Management                      3-0-3**

Defining management; classical and modern schools of management; features of media structures and functions; elements of media management; human resource development and planning; strategic planning in media organizations; program production management; technology and media management; managing relations with stakeholders. ***Pre-requisite COM 211***

**COM 232                      Intercultural Communication                      3-0-3**

Defining intercultural communication; human communication across cultures; theories of intercultural communication; functions of intercultural communication; challenges facing intercultural communication; dialogue of civilizations; interfaith dialogue; intercultural communication in the age of globalization and the internet. ***Pre-requisite COM 211***

**COM 233                      Social Marketing                      3-0-3**

He concept of social marketing; theories of marketing and social branding; marketing of values and concepts; social marketing campaigns; stages of social marketing; target publics; elements of social marketing; social marketing cases and examples. ***Pre-requisite COM 101***

**COM 332                      International Public Relations                      3-0-3**

Defining international public relations; theories of international public relations; functions of international public relations; cultural and social implications of international public relations; successful international public relations; challenges to international public relations. ***Pre-requisite COM 102***

**COM 237                      Introduction to Political Science                      3-0-3**

Introducing political science across societies and ages; politics in the modern world; theories of political science; politics in the age of globalization; social and economic variables shaping political behavior. ***Pre-requisite COM 101***

**COM 251                      Introduction to Social Psychology                      3-0-3**

Introducing social psychology in humanities and social sciences; the social mindset; social effects; attitudes and persuasion; interpersonal relations and communities; support behavior; aggressive behavior; groups and group dynamics. ***Pre-requisite COM 101***

<b>COM 322</b>	<b>Translation</b>	<b>3-0-3</b>
<p>Arabic and English language style features; common news vocabulary; Arabic and English syntax; political news translation; economic news; cultural news; sports news; accidents and disasters. <b><i>Pre-requisite ENG 120</i></b></p>		
<b>COM 323</b>	<b>Digital Photography</b>	<b>3-0-3</b>
<p>Digital versus analog photography; digital camera components; digital photography techniques; digital image processing; Adobe Photoshop image treatment; field practices. <b><i>Pre-requisite COM 101</i></b></p>		
<b>COM 325</b>	<b>International Relations</b>	<b>3-0-3</b>
<p>International relation concept, theories, The interdependence of domestic and foreign policy, International Political, Organization and the international system, Historical development of international relations, Political and international theory, International relations in the era of globalization, Conventional and public diplomacy. <b><i>Pre-requisite COM 237</i></b></p>		
<b>COM 329</b>	<b>Artistic and literary criticism</b>	<b>3-0-3</b>
<p>Introducing criticism in literary and artistic spheres; components and standards in literary criticism; technical and intellectual components of artistic criticism; the critical reporting process; media criticism. <b><i>Pre-requisite ARB 120</i></b></p>		
<b>COM 334</b>	<b>Advertising and Marketing</b>	<b>3-0-3</b>
<p>Definition of advertising as a marketing tool, The press and radio and television advertising and online advertising, and communication-starter, successful advertising properties, advertising production process, hiring advertising in marketing campaigns, advertising message according to the needs and characteristics of the audience, artistic and intellectual elements in the message Ad, advertising industry in the world. <b><i>Pre-requisite: None</i></b></p> <p><b><i>Pre-requisite COM 103</i></b></p>		
<b>COM 352</b>	<b>Principle of Economics</b>	<b>3-0-3</b>
<p>Defining economics; world economic systems; macro and micro-economics; supply and demand; theories and models of economics; competition and monopoly; GDP and economic production; economics in the age of globalization and the internet. <b><i>Pre-requisite: None</i></b></p>		

**COM 422                      Modern Arab History                      3-0-3**

Ottoman conquest of Arab lands; nationalist movements in Egypt, Palestine, Libya, Iraq and Tunis; modern European intervention and colonialism; post colonial era; the globalization age; the national state. ***Pre-requisite: None***

**COM 423                      Political Geography                      3-0-3**

Defining international relations in the context of geography; theories of political geography; the impact of geography on conflicts; distribution of resources within nations and regions; the impact of the communications revolution on political geography; political geography in the age of globalization. ***Pre-requisite: None***

**COM 427                      Public Opinion                      3-0-3**

Defining public opinion; public opinion models and theories; historical development of public opinion; types of public opinion; the public opinion formation process; public opinion measurements; media role in public opinion formation; public opinion in the age of the internet and social media; local and global issues in public opinion. ***Pre-requisite: COM 211***

**COM 430                      Crisis Management                      3-0-3**

Crisis formation and development; types of crises facing organizations and nations; elements of crisis management; proactive and reactive response to crises and emergencies; crisis management tools; media role in crisis management; examples and case studies. ***Pre-requisite: COM 237***



## Journalism Courses

**JOU 231**                      **News Editing (1)**                      **2-2-3**

News writing style; news formats and genres; news story; column, report, investigative report; sources; news story structure; leads; headlines; class assignments. ***Pre-requisite COM101***

**JOU 232**                      **Photojournalism**                      **2-2-3**

Defining photojournalism; technical components of the camera; technical principles of photojournalism; editorial principles of photojournalism; the photojournalism process; digital photography; photojournalism ethics; samples and applications. ***Pre-requisite COM 101***

**JOU 333**                      **Online Journalism**                      **2-2-3**

Definition of online journalism; comparing conventional and online journalism; online journalism tools; online media laws and ethics; technical features; work practices; lab assignments. ***Pre-requisite COM 101***

**JOU 334**                      **News Editing (2)**                      **2-2-3**

Builds on New Editing (1); editorials' magazine editing; investigative reports; columns and feature stories; lab-based assignments. ***Pre-requisite: JOU 231***

**JOU 335**                      **Layout and Design 3-2-2**

The process of publication layout and design; principles of technical newspaper design; layout and design software; elements of design: graphics; typography; text, colors. Lab-based applications. ***Pre-requisite JOU 232***

**JOU 432**                      **Citizen Journalism**                      **2-2-3**

Defining citizen journalism; elements of citizen journalism; citizen journalism tools; online journalism formats; online journalism functions and processes; online journalism regulations; examples and case studies. ***Pre-requisite JOU 333***

**JOU 433**                      **Investigative Journalism**                      **2-2-3**

Concept of investigative journalism; functions of investigative journalism; process of investigative journalism; information sources; types of investigative reports; compiling the investigative report; field practices and lab assignments. ***Pre-requisite JOU 334***

**JOU 434**                      **Specialized Journalism**                      **2-2-3**

Concept of specialized journalism; specialized journalism genres; literary journalism; economic and business journalism; science and technology journalism; political journalism, environmental journalism; examples and lab applications. ***Pre-requisite JOU 334***

**JOU 435**                      **Graduation Project**                      **0-6-3**

Students carry out a project in their area of journalism interest under the supervision of instructor. The project is evaluated by a specialized faculty committee. ***Pre-requisite. Graduation semester***

**JOU 437**                      **Journalism Internship**                      **0-6-3**

Students spend no less than 120 hours in field training at press organizations under academic and professional supervision. ***Pre-requisite 90 credits***

**New Media Courses**

**NMD 232**                      **Media Convergence**                      **3-0-3**

Defining media convergence; development of telecommunications, media and computing industries; social, economic and political implications of media convergence; media convergence in the United Arab Emirates; media convergence trends; media convergence platforms and applications. ***Pre-requisite COM 103***

**NMD 333**                      **Writing for New Media 2-23-**

Technical features of new media; writing style for new media; elements of new media content; interactivity; multimedia. Non-linear access; immediacy; brevity clarity, human interest. Lab-based assignments. ***Pre-requisite COM 103***

**NMD 335**                      **Introduction to Graphic Design**                      **2-2-3**

Technical elements of graphic design; design theories and models; design tools; adobe suite CS 5.0; graphic design and layout process; colors and perspectives in design; examples and lab applications. ***Pre-requisite NMD 333***

**NMD 334**                      **Social Media and Blogs**                      **2-2-3**

Concept of social networks in real community and cyberspace; blogs elements; types of social networks; social networks functions; technical components of social media; blogging processes and technical components; blogging tools; case studies and applications ***Pre-requisite NMD 333***

**NMD 431**                      **Web Design**                      **2-2-3**

Definition of blogging and electronic blog, technical items of blog, production tools



## Public Relations Courses

**PRN 232 Writing for Public Relations 2-2-3**

Writing style for public relations; press releases; public service announcements; memos, speeches, audiovisual scripts and print texts; elements of good PR writing; the PR writing process;. ***Pre-requisite COM 102***

**PRN 333 Public Relations Campaigns 2-2-3**

Concept of PR campaigns; planning PR campaigns; setting goals; audience analysis; media element selection; production; target audience; launch; monitoring and evaluation;. ***Pre-requisite COM 102***

**PRN 334 Integrated Marketing Communications 2-2-3**

Defining integrated marketing communications; IMC theories and models; planning IMC campaigns; marketing methods; commercial and advertisements; public service announcements; audience analysis; channel selection; managing IMC campaigns; monitoring and evaluation. ***Pre-requisite PRN 333***

**PRN 335 Media Production for Public Relations 2-2-3**

Identifying media needs in public relations; print media needs formats; technical requirements and tools; audio-visual formats: technical requirements and tools; online media needs: formats, technical requirements and tools. ***Pre-requisite PRN 333***

**PRN 431 Protocol 2-2-3**

Concept of protocol; protocol models and functions; impact of culture on protocols; protocol methods and tools; official and unofficial protocol practices; managing protocol functions. ***Pre-requisite PRN 331***

**PRN 432 Online Public Relations 2-2-3**

The web as a communication tool; principles of virtual public relations; public relations tools online; communication channels online; building virtual communities and publics; interactions with publics and stakeholders; strategies and challenges; generating content for online public relations. ***Pre-requisite PRN 332***

**PRN 433 Media and Community Relations 2-2-3**

Defining organizations relations with the media and the community; identifying key media and stakeholders; strategies of building up relations with the community and media; ethical standards in media relations; community outreach and media sponsorship; partnerships and collaborative initiatives. ***Pre-requisite PRN 333***

**PRN 434 Public Relations Functions and Events**

**2-2-3**

Types of functions and events; planning functions and events; identifying key functions and relating them to organizational goals; managing functions and events: planning; human resources; implementation; monitoring and evaluation.

***Pre-requisite PRN 333***

**PRN 435 PR Graduation Project 0-6-3**

Student produces a PR project under academic supervision in relevant area of new media communications. Project is to be evaluated by a specialized committee in the Department. ***Pre-requisite: Graduation Semester***

**PRN 437**

**Public relations Internship**

**0-6-3**

Student spends no less than 120 hours in field training at a PR department or agency under academic and professional supervision. ***Pre-requisite: 90 credits***

## English Language and Translation Courses

### **ENG 112                      Reading Skills                      3-0-3**

This course is about broadening the students' reading skills by making them become active readers. It includes 20 clear, concise lessons with detailed explanations that will increase the students' reading comprehension skills in t 20 minutes a day. It includes examples from literature, essays, technical writing, and articles. It focuses on Finding the Main Idea, Determining Essential Information, Chronological Order, Defining Vocabulary in Context, Difference between Fact and Opinion, Similarities and Differences, Point of View, Diction Style, Word Power, Finding the Implied Main Idea, Assuming Causes and Predicting Effects, Finding Meaning in Literature, and Drawing Conclusions. The course provides extensive practice exercises. The course also offers additional on line practice. It includes: A Pretest to pinpoint the students' strengths and weaknesses and A Posttest to show the progress made, which the students score using answer keys. ***Prerequisite: ENG 101***

### **ENG 114                      English Grammar                      3-0-3**

The course focuses on the complexities of grammatical choices for students with prior grammatical knowledge. It includes a comprehensive basic grammar reference so students can revise their understanding of English language areas they have previously studied. In addition to class activities, it is a self-study course, where the students can work on all or any language area of their choice at their own pace, choice of time and place. ***Prerequisite: ENG 102***

### **ENG 205                      Advanced English Writing Skills                      3-0-3**

The course aims at excellent writing skills to get high marks on course and standardized tests, and effectively communicate in writing. It focuses on capitalization, commas and sentence parts, semicolons and colons, apostrophes and dashes, quotation marks, verb tenses, using verbs to create strong writing subject-verb agreement, using pronouns, problem verbs and pronouns, modifiers, easily confused word pairs, diction, and communicating ideas. The course provides extensive practice exercises to achieve optimal success. It also offers additional on line practice. It includes: a Pretest to pinpoint the students' strengths and weaknesses and a Posttest to show the progress made, which the students score using answer keys. ***Prerequisite: ENG 102***

**ENG 220**                      **Literature in the Modern World**                      **3-0-3**

This course deals with texts representing three kinds of writing – prose fiction, poetry and drama – beginning in the 1920s and ending in the 1990s. It is partly chronological and partly thematic. Upon completing this course, students are expected to identify, analyze and compare narrative and thematic issues in texts as well as to engage critically with a range of theoretical studies and to apply these to readings of the literary texts. ***Prerequisite: ENG 102***

**ENG 225**                      **Language and Linguistics**                      **3-0-3**

The course introduces linguistics. It presents the fundamental building blocks of language and explains how these function. It focuses on words, grammar, inter linguistic diversities and diversity within the language. ***Prerequisite: ENG 102***

**ENG 231**                      **Syntax I**                      **3-0-3**

It presents practical ways of analyzing syntax. It discusses preliminaries including generative grammar; parts of speech; constituency, trees, and Rules; structural relations, Binding Theory. It offers the base including X-bar Theory; extending X-bar Theory to functional categories. It discusses movement including head-to-head movement; DP movement; Wh-movement. It proceeds to advanced topics including expanded VPs; raising, control, and empty categories. The course also gives a brief idea about alternatives including lexical-functional grammar, and head-driven phrase structure grammar. In addition, it gives the students training through problem sets. ***Prerequisite ENG 225***

**ENG 232**                      **Phonetics and Phonology**                      **3-0-3**

This course raises the students' awareness to phonetics and phonology. It explains how English is pronounced. It presents this information in the context of general theory about speech sounds and how they are used in English. It includes topics such as international phonetic alphabet, speech sounds, phonemes, syllable, stress, intonation and varieties of English pronunciation. The course provides the examination of the theoretical matters with extensive practical material; audio and written. ***Prerequisite ENG 102, 112***

**ENG 233**                      **Morphology and Lexical Studies**                      **3-0-3**

This course explores the meanings of morphemes and how they combine to form the meanings of complex words. It focuses on features, co-indexation, the semantics of verb formation, extending the system; location and quantity, combinability and the correspondence between form and meaning. ***Prerequisite ENG 225***

**ENG 234**                      **Discourse Analysis**                      **3-0-3**

The course introduces the student to discourse Analysis. S/He is not required to have prior knowledge and training in linguistics or social theory. It offers: Building Tasks, Tools of Inquiry and Discourses, Form-Function correlation, Situated Meaning and Figured Worlds, Context, Discourse Analysis, Processing and Organizing Language. It provides samples of discourse and examples to practice discourse analysis. ***Prerequisite ENG 114***

**ENG 310**                      **Advanced English Grammar**                      **3-0-3**

The course assists students to improve their ability to follow the rules and conventions of formal English. It starts by revising grammatical terminology used to describe language; its technical aspect then goes further to prescribe for proper language; its use. It helps understanding common mistakes and why they occur. The course will help students identify their weaknesses when trying to use English structures and work on solving them through analyzing, providing tips and offering memory aids for writing correctly. ***Prerequisite ENG 114***

**ENG 325**                      **Sociolinguistics**                      **3-0-3**

The course introduces sociolinguistics addressing multilingual speech communities. It provides discussion on language variation focusing on the user. It offers topics such as, language choice in multilingual communities, linguistic variations and multilingual notions; national languages and language planning; regional and social dialects; language change; style, context and register; language, cognition and culture etc. The course also gives practice through exercises. ***Prerequisite ENG 225***

**ENG 330**                      **History of the English Language**                      **3-0-3**

The course investigates the phonological, morphological, syntactic, and lexical development of the English language from the Old English period to the present era. The course focuses on Indo-European family of languages, Old English, the foreign influences, the reestablishment of English, Middle English, the Renaissance as well as the nineteenth century and after. ***Prerequisite ENG 225***



**ENG 331**                      **Syntax II**                      **3-0-3**

The course extends students' knowledge from Syntax I. They examine syntactic processes like coordination and subordination, complexity and related logical connectors, and ambiguity. This course aims at introducing students to syntactic theory within the generative tradition, with an emphasis on Minimalism as outlined by Noam Chomsky (1993 and subsequent work). They will be looking at the generative theory of the grammar in terms of its treatment and analysis of different aspects of the structure of human language (with emphasis on different varieties of English). ***Prerequisite ENG 231***

**ENG 332**                      **Linguistics II**                      **3-0-3**

This course is an extension of Language and Linguistics. It develops a deeper understanding of the language system and subsidiary language disciplines in language study. The course focuses on morphology and syntax. It handles the professionalizing of applied linguistics in Morphological and syntactical levels. Besides, discourse analysis, pragmatics and sociolinguistics as a sub-area of applied linguistics are considered. ***Prerequisite ENG 225***

**ENG 333**                      **Error Analysis**                      **3-0-3**

The course introduces the study of language errors. It focuses on significance of learners' Errors, idiosyncratic dialects and error analysis, describing the language learners' language, interpretation in the study of learners' errors, inter Language, and strategies of communication. ***Prerequisite: ENG 114***

**ENG 335**                      **Advanced English Vocabulary**                      **3-0-3**

This course is about broadening the students' vocabulary span. It offers enough vocabulary to enable them communicate fluently in various situations. Students will also learn correct usage of phrases, expressions, and collocations. The course provides extensive practice exercises. In addition, it assists students to find equivalence from Arabic as a foundation for future translation practice. The course can be used as self study. ***Prerequisite ENG 102***

**ENG 340**                      **English-Arabic Translation**                      **3-0-3**

This course is designed to equip students with the basic skills to translate from English into Arabic. Enables the students to analyse vocabulary and structure and practice translating from English into Arabic different text genres like legal, literary, technical, and other genres as well as revising and editing. ***Prerequisites: ENG 102, GED 120***

**ENG 341**                      **Arabic - English Translation**                      **3-0-3**

This course is designed to equip students with the basic skills to translate from Arabic into English. Enables the students to analyse vocabulary and structure, and practice translating from Arabic into English different text genres like narrative, expository, descriptive and other genres. **Prerequisites: ENG 102, GED 120**

**ENG 342**                      **Translation Theory and Practice**                      **3-0-3**

This course includes theoretical and practical aspects of translation. It provides enough theoretical background that would enable students to dig into the context of translating into English from Arabic and into Arabic from English. Lexical, semantic, stylistic and communicative problems are discussed. Basic techniques, fundamentals, and approaches are introduced. The practical aspect gives the students the chance to move backward and forward among major particularities that range from the word as a translation unit to a whole text stressing what is meant by context, register, equivalence, synonymy, etc. **Prerequisite ENG 340**

**ENG 344**                      **Introduction to Consecutive Interpreting**                      **3-0-3**

The course raises the students' awareness to consecutive interpreting. It introduces them to speaking, the speaker and anticipating. It offers complex syntax and compression, word order, clusters, and adverbial clauses. It provides the concept of untranslatability, figures of speech and argumentation also guiding their note taking. In addition, students will be practicing interpreting short speeches of about 5 to 10 minutes from Arabic to English and from English to Arabic. **Prerequisites: ENG 102, GED 120**

**ENG 401**                      **Business and Legal Translation**                      **3-0-3**

This course focuses on developing the student's ability to utilize communication and research in a professional manner that is applicable to business and law. Students will learn to analyse and translate different types of business and legal documents and forms. They will also learn major terminological issues of both English and Arabic languages. They will translate from English to Arabic and from Arabic to English. **Prerequisite ENG 340**

**ENG 420**                      **Creative Writing**                      **3-0-3**

This course is primarily planned to instill the love of writing and the appreciation of reading literary works in students to help them get over writer's block, and to write imaginatively and creatively in different literary genres, away from the constraints of academic writing format. Hence reading for pleasure and

experimenting with form and content are two strong elements in this course. It assists students to 'learn by doing'. **Prerequisite ENG 205**

**ENG 433                      Computer-Assisted Language Learning                      3-0-3**

This course aims at developing students' computer enhanced language learning and teaching. The course helps students apply computer technology in learning language and practicing computer assisted exercises. It provides opportunities for students to collaborate and learn from peers. **Prerequisite None**

**ENG 434                      Contrastive Linguistics                      3-0-3**

This course introduces the students to contrasting languages. It provides an answer to the question, "What is contrastive linguistics?", then offers chapter after chapter: Towards a classification of contrastive studies, Three steps in "classical" contrastive studies, Contrastive studies at various levels of linguistic analysis, Linguistic models and contrastive studies, Towards a theory of semantic-syntactic equivalent, Contrastive generative grammar, Error analysis, inter language and contrastive generative grammar, Quantitative contrastive studies, Cognitive linguistics and contrastive studies, "Theoretical" and "applied" contrastive studies. It assists students to try to investigate differences between English and Arabic. **Prerequisite ENG 225**

**ENG 441                      Translation of Literary Texts                      3-0-3**

The course provides the fundamentals of literary translation such as why literary translation, its uniqueness, and starting its translation. It provides techniques and how to deal with problems of literary translation. It also prepares the student to be a working translator. The course provides English and Arabic language activities and requires students to translate in both languages, to and from equally. Excerpts from selected English and Arabic literary text such as poetry, prose and dramatic texts will be provided as translation activities to analyze, overcome problems and practice translation. Prerequisite ENG 340

**ENG 442                      Multimedia Translation                      3-0-3**

This course provides thoughts to clarify some terminological issues such as 'media' and 'multimedia'. The brackets around (multi) indicate the absence at times and presence at others. The course emphasizes language and its transfer effect. Discussions also include news, radio, TV, and Internet. The course provides translation practice of authentic material on current issues and events from English to Arabic and from Arabic to English. **Prerequisite ENG 340**

**ENG 443                      Translation of Economic and Financial Texts                      3-0-3**

***Prerequisite ENG 340***

**ENG 471                      Consecutive Interpreting I                      3-0-3**

This course is an extension of Introduction to Consecutive Interpreting. It provides information and skills to deal with diction, register, formal style, policy address, quotations, allusions and transpositions. It offers different types of discourse, such as political and economic, as well as humor, Latinism and numbers. . In addition, students will be practicing interpreting speeches of about 30 minutes from Arabic to English and from English to Arabic. ***Prerequisite ENG 344***

**ENG 472                      Consecutive Interpreting II                      3-0-3**

The course gives a theoretical terrain; concepts, developments, approaches, paradigms and models. It provides analytic presentation through process, product and performance. Major trends and future perspectives are also offered. In addition students will be trained in interpreting long speeches from English to Arabic and from Arabic to English. ***Prerequisite ENG 471***

**ENG 490 Practicum/Training                      3-0-3**

This course is designed to give students the opportunity to put into practice their theoretical back ground. It gives the students a chance to experience the area of their prospective career. The students are prepared to work as professionals and capable translators. They would practice interpreting and translation of different kinds. ***150 hours of Internship counts for three credit***

## Law Courses

### PRIV 111 Introduction to Law

المساق متطلب ل: مصادر الالتزام، مبادئ القانون التجاري، القانون الدستوري والنظم السياسية، قانون إداري (1)، قانون العقوبات / القسم العام، دراسات قانونية باللغة بالإنجليزية، تاريخ القانون، علم الإجرام والعقاب. تنقسم دراسة هذا المساق إلى قسمين:

1- - نظرية القانون: وتشمل التعريف بالقاعدة القانونية وخصائصها وتقسيماتها، أقسام القانون وفروعه، فكرة النظام العام والآداب العامة وتطبيقاتها، مصادر القاعدة القانونية، نطاق تطبيق القانون من حيث الزمان والمكان والأشخاص وتفسير القانون.

2 - نظرية الحق: وتشمل التعريف بالحق، أنواعه، مصادره، أركانه، أشخاصه، محله، استعماله، حمايته وإثباته.

**Pre-requisite None**

### PRIV 113 Sources Obligations

تشمل دراسة هذا المساق، التعريف بالالتزام وأنواعه ومصادره الإرادية(العقد والإرادة المنفردة)، وعناصره وآثاره، والتعريف بالعقد وآثاره (بالنسبة للخلف العام والخلف الخاص، وآثاره بين المتعاقدين والغير)، والمسئولية العقدية والطرق التي ينتهي بها العقد. كما تتناول دراسته الأحكام العامة للتصرف الإفرادي وتطبيقاته. **Pre-**

**requisite PRIV 111**

### PRIV 121 Principles of Commercial Law

يتناول هذا المساق دراسة موضوعات رئيسة أربعة يتفرع من كل منها عدد من الموضوعات. إذ تبدأ دراسة المساق بمقدمة في القانون التجاري وتشمل: التعريف بالقانون التجاري ومصادره ونطاق تطبيقه. يليها دراسة نظرية الأعمال التجارية وتتضمن دراسة أهمية التمييز بين العمل التجاري والعمل المدني ومعايير التمييز بين العمل التجاري والعمل المدني و الأعمال التجارية المنفردة والأعمال التجارية المحترفة. ويتناول الموضوع الثالث التاجر وينضوي تحته التعريف بالتاجر وشروط اكتساب صفة التاجر ثم الواجبات القانونية التي يلزم بها التاجر. أما الموضوع الرابع فيتعلق بالمحل التجاري ويتناول تعريفه وخصائصه والعناصر التي يتكون منها والوسائل القانونية لحمايته وبعض التصرفات القانونية التي ترد عليه مثل البيع والرهن. **Pre-requisite PRIV 111**

### PRIV 133 Introduction to Islamic jurisprudence

يركز هذا المساق على دراسة المبادئ العامة للفقهاء الإسلامي، وخصائصه، وعلاقته بالشرائع السابقة والقوانين اللاحقة، والتعرف على القواعد الكلية التي تحكمه والمصادر التي يستقى منها، مع مرور تاريخي لتطوره وازدهاره وتجديده ، ونمو الحركة الفقهية في العصر الحاضر، والوقوف على أهم أعلامه، ودراسة بعض النظم الفقهية، نموذجاً تطبيقياً لما تقدم. **Pre-requisite None**

### PUBL 161 Constitutional Law and Political Systems

يتناول هذا المساق تعريف القانون الدستوري، صلته بفروع القانون الأخرى، مصادر القواعد الدستورية، أنواع الدساتير، أساليب نشأتها، الرقابة القضائية على دستورية القوانين.. كما يتناول دراسة الدولة، عناصرها، الصور الرئيسية لأنظمة الحكم كالنظام البرلماني والنظام الرئاسي.. ثم بيان النظام الدستوري لدولة الإمارات العربية المتحدة. **Pre-requisite None**

## **PUBL 171 Principles of Administrative Law**

تعريف القانون الإداري، بيان نشأته وتطوره، مصادره، خصائصه، علاقته بفروع القانون الأخرى، التنظيم الإداري، الضبط الإداري، أنواعه، أهدافه، وهيئاته، القرارات الإدارية، أركانها، أنواعها، نفاذها ونهايتها، المرافق العامة، أنواعها، المبادئ الأساسية التي تحكمها، طرق إدارتها، الأموال العامة، حمايتها، ووسائل عمل الإدارة كالقرارات الإدارية والعقود الإدارية، وتطبيق كل ذلك في دولة الإمارات العربية المتحدة. **Pre-requisite None**

## **PRIV 114 Involuntary Sources of Obligations**

يتناول هذا المساق التعريف بالمسؤولية التقصيرية والتمييز بينها وبين المسؤولية العقدية وبيان أركان المسؤولية التقصيرية ويتناول الفعل الضار عن الخطأ الشخصي والمسؤولية عن عمل الغير والأشياء وكذلك عن الضرر بنوعية المادي والإدبي ودعوة المسؤولية التقصيرية وكذلك يشمل التوصيف التعريف بقواعد الإثبات الخاصة مثل: الكتابة والشهادة واليمين والخبرة والقرائن. **Pre-requisite PRIV 113**

## **PRIV 222 Company Law and Bankruptcy**

يتضمن هذا المساق دراسة أحكام الشركات التجارية والإفلاس وفقاً لقانون الشركات التجارية الاتحادي رقم 8 سنة 1984. وتشمل هذه الدراسة مقدمة تتضمن نشأة فكرة الشركة وتطورها والتعريف بالشركة وطبيعتها القانونية وأنواع الشركات. تليها الأحكام التي تسري على الشركات التجارية بمختلف أنواعها وهي الأحكام التي يصطلح على تسميتها النظرية العامة للشركة وتضم تكوين الشركة والشخصية المعنوية لها وانقضاءها. يلي ذلك الأحكام الخاصة بالشركات وفقاً لأنواعها المختلفة وهي شركة التضامن وشركة التوصية البسيطة وشركة المحاصة وشركة التوصية بالأسهم والشركة ذات المسؤولية المحدودة وشركة المساهمة بنوعها العامة والخاصة. وكذلك دراسة الأحكام القانونية للإفلاس من إشهار الإفلاس وأثاره والأحكام القانونية لإدارة التقلية والمركز القانوني لأمين التقلية وانتهاء حالة الإفلاس والصلح الواقي من الإفلاس **Pre-requisite PRIV 121**

## **PRIV 241 Law of Evidence and Implementation**

يتضمن هذا المساق التعريف بقواعد التنفيذ الجبري المقررة قانوناً، وإجراءات التنفيذ الجبري، وبيان الجهة المختصة بإجراءات التنفيذ، من حيث اختصاصها والقائمين عليها، والخصومة في التنفيذ الجبري، وطرق التنفيذ الجبري، وكيفية توزيع حصيلة التنفيذ، وإشكالات التنفيذ. **Pre-requisite PRIV 113**

## **PRIV 252 Fundamentals of Legal Research**

يتضمن هذا المساق التعريف بالبحث القانوني، وأنواعه، وعوامل نجاحه، ومصادر البحث القانوني، وكيفية الحصول على مصادر البحث والمراجع، ومناهج البحث القانوني؛ المنهج التأصيلي والتحليلي والتاريخي والوصفي والمقارن، وقواعد صياغة البحث القانوني **Pre-requisite None**

## **PRIV 215 Rules of Obligations**

يتضمن هذا المساق دراسة أحكام الالتزام (أي آثار الحق الشخصي)، ووسائل تنفيذه اختياراً وجبراً، وكذا الوسائل التي تكفل للدائن تنفيذ الالتزام، وأوصاف الالتزام، وانقضاء الالتزام بغير التنفيذ، على أربعة فصول على النحو الآتي: تنفيذ الالتزام، وسائل حماية التنفيذ، أوصاف الالتزام، انقضاء الالتزام بغير التنفيذ. **Pre-requisite PRIV 114**

## **PUBL 282 Penal law/General Part**

التعريف بقانون العقوبات - القسم العام وبيان خصائصه، علاقته بالعلوم القانونية والجنائية الأخرى، نطاق تطبيقه من حيث المكان والزمان والأشخاص، مبدأ شرعية الجرائم والعقوبات، النظرية العامة للإباحة، الركنين المادي والمعنوي للجريمة، والمسئولية الجنائية وموانعها وكذلك بيان النظرية العامة للجزاء الجنائي (العقوبة والتدبير) مبيناً تعريف العقوبة وأغراضها وتقسيماتها ونظام رد الاعتبار ووقف التنفيذ وكذلك تعريف التدبير الاحترازي وخصائصه وشروطه وأنواع التدابير الاحترازي. **Pre-requisite PRIV 111**

## **PUBL 283 Penal Law / Private Part (1)**

تناول هذا المساق دراسة الجرائم الواقعة على الأشخاص والأموال مع مقارنة هذه الجرائم بجرائم القتل العمد العدوانى وجرائم الضرب والجرح والإيذاء العمدي في الفقه الجنائي الإسلامي وجريمة السرقة، والاحتيال وإساءة الأمانة، في صورتها العمدية وغير العمدية، والظروف المشددة والمخففة لها. ومقارنة بجريمة السرقة الحدية في الفقه الجنائي الإسلامي مع دراسة الجرائم المضرة بالمصلحة العامة والتي تشمل على جريمة الرشوة وجريمة التزوير وجريمة الاختلاس. **Pre-requisite PUBL 282**

## **ENG 290 Legal terminology in English**

تتناول هذه المادة دراسة المصطلحات القانونية باللغة الانجليزية المرادفة للمصطلحات القانونية العربية، ويتم ذلك من خلال التعريف بالقانون وبيان انواع القواعد القانونية ومصادر القانون وكذلك التعريف بالحق وانواعه، كذلك دراسة فقرات قانونية مختلفة وبعض المبادئ القضائية. **Pre-requisite ENG 120**

## **ENG 292 Legal Studies in English**

يتناول هذا المساق التعريف بالمصطلحات القانونية باللغة الإنجليزية وتطبيقاتها من خلال دراسة فقرات قانونية مختلفة وبعض المبادئ القضائية وباللغة الانجليزية. **Pre-requisite ENG 120, PRIV 111**

## **PRIV 316 Labor Law and Social Security**

يشتمل المساق على قسمين :

1 - قانون العمل : ويتضمن التعريف بقانون العمل، وبيان ضوابط استخدام العمال، عقود العمل الفردية والجماعية، الأجور، ساعات العمل، الإجازات، سلامة العمال ووقايتهم ورعايتهم الصحية، التعويض عن إصابات العمل والأمراض المهنية، أسباب انتهاء عقد العمل وحقوق العامل عند انتهاء عقده، التقطيش، التدريب ومنازعات العمل الجماعية.

2 - الضمان الاجتماعي: ويشتمل على بيان حقوق العامل في الضمان الاجتماعي في حالات الشيخوخة والعجز وعند الحاجة والنكبات. **Pre-requisite PRIV 114**

### **PRIV 317 Nominate Contracts**

يتناول هذا المساق التعريف بالعقود المسماة والفرق بينها وبين العقود غير المسماة، ودراسة أهم العقود المسماة وهو: عقد البيع بصفة مستمرة ويضاف إليه احد العقود الآتية: (عقد التأمين \_ عقد المعاولة \_ عقد الايجار \_ عقد الوكالة). ويحدد احد هذه العقود مع العقد الأساسي وهو عقد البيع من قبل مجلس القسم في بداية كل عام دراسي.

**Pre-requisite PRIV 215**

### **PRIV 318 Private International Law**

يشتمل هذا المساق على بيان الحاجة إلى تطبيق القانون الأجنبي على الوقائع التي تعرض على المحاكم الوطنية ، والقواعد التي تحكم هذا المجال ، وهو ما يعرف بتنازع القوانين . ثم بيان القواعد القانونية التي تحكم تحديد الاختصاص القضائي ، وكذلك تنفيذ القرارات الصادرة من المحاكم الأجنبية وكذلك يتناول هذا المساق الجنسية والمواطن وطرق اكتساب الجنسية وأسباب فقدها والمقصود بالأجنبي ومركز الأجانب والحقوق التي يتمتع بها الأجنبي والتزاماتهم. **Pre-requisite PRIV 317**

### **PRIV 335 Personal Status Law (1)**

يتضمن هذا المساق التعريف بعقد الزواج، وأركانه، وشروطه، وآثاره، التعريف بطرق انتهائه؛ سواء بإرادة الزوج ( الطلاق ) أو بالخلع أو بالتفريق القضائي أو بالفرقة بحكم الشرع. والتعريف بحقوق الأولاد من النسب والنفقة والحضانة. **Pre-requisite PRIV 133**

### **PRIV 342 Law of Civil Procedure**

يتضمن هذا المساق التعريف بقانون الإجراءات المدنية، التنظيم القضائي من حيث تشكيل المحاكم ودرجات التقاضي، رجال القضاء ومعاونيهم، قواعد الاختصاص، نظرية الدعوى، الأحكام القضائية وطرق الطعن فيها **Pre-requisite PRIV 215**

### **PRIV 356 Commercial Arbitration**

التعريف بالتحكيم التجاري الدولي وبيان طبيعته القانونية وتمييزه من الوساطة والخبرة والتفاوض. وبيان الأحكام القانونية لاتفاق التحكيم وتشمل إبرام اتفاق التحكيم والأركان اللازمة لهذا الإبرام وصور الاتفاق على التحكيم ، والنزاع القابل للتحكيم بوصفه المحل في اتفاق التحكيم وانتهاء اتفاق التحكيم. ثم بيان الأحكام القانونية لخصومة التحكيم وتشمل التعرف على هيئة التحكيم من حيث شروط المحكم وتعيين المحكمين وحالات رد المحكم وتثيحه وإجراءات التحكيم وتحديد مكان التحكيم ولغة التحكيم. وأخيرا التعرف على الأحكام الخاصة بحكم التحكيم وشروطه والطعن به وتنفيذه. **Pre-requisite PRIV 342**

### **PUBL 393 Public International Law (In English)**

يتناول هذا المساق تعريف القانون الدولي، تطوره التاريخي، وتمييز قواعده عن غيرها من القواعد، بيان خصائصه وفروعه، طبيعة قواعده، علاقته بالقانون الوطني، مصادره المختلفة مع التركيز على المعاهدات الدولية، ماهية الشخصية القانونية الدولية مع التركيز على الدولة وعناصرها، الاعتراف بها، نظرية المسؤولية الدولية والوسائل السلمية لحل المنازعات الدولية، اختصاص وحصانة الدولة وقانون البحار. **Pre-requisite PRIV 111**



## PRIV 419 Real Rights (Rights in Rem)

ينقسم هذا المساق إلى قسمين رئيسيين، هما : -

1. الحقوق العينية الأصلية: وتشتمل دراسة حق الملكية بوجه عام: ( تعريف حق الملكية، خصائصه، عناصره، نطاقه، قيوده، والملكية الشائعة وملكية الطبقات، وأسباب كسب الملكية، والحقوق المتفرعة عن الملكية).

2. الحقوق العينية التبعية: وتشتمل دراسة الرهن التأميني، والرهن الحيازي، وحقوق الامتياز . **Pre-requisite**

## PRIV 317

## PRIV 427 Banking Transactions

تتضمن دراسة هذا المساق أربعة طوائف رئيسة من العمليات المصرفية . ينضوي تحت كل منها عدد من العمليات المصرفية المتفرعة عنها. أول هذه الطوائف الإيداع المصرفي ويشمل : الوديعة النقدية المصرفية ووديعة الأوراق المالية وإيجار الخزائن الحديدية . وثانيها : الحسابات المصرفية وتشمل : التحويل المصرفي والحساب الجاري. أما الطائفة الثالثة فتخص الاعتمادات المصرفية وهي تضم : القرض المصرفي والكفالة المصرفية وعقد فتح الاعتماد والاعتماد المستندي. في حين تتعلق الطائفة الرابعة بالعمليات التي ترد على الأوراق التجارية وتشمل :

خصم الأوراق التجارية وتحصيل الأوراق التجارية . **Pre-requisite PRIV 113, 121**

## PRIV 428 Maritime Aviation Law

تتضمن دراسة هذا المساق مقدمة في التعريف بالقانون البحري وبيان خصائصه ومصادره ونطاق تطبيقه، تليها دراسة الأحكام القانونية للسفينة باعتبارها أداة الملاحة البحرية وتشمل تعريف السفينة وتحديد طبيعتها القانونية وحالتها المدنية ونظامها الإداري والقانوني . كما تشمل الدراسة في هذا المساق التعرف بأشخاص الملاحة البحرية وأهمهم مالك السفينة ومجهزها وربان السفينة وطاقمها البحري والبري. ويدخل ضمن المساق أيضا عقود الاستثمار البحري وينضوي تحتها مشارطات إيجار السفن - مجهزة أو غير مجهزة - سواء لفترة زمنية أو لرحلة أو عدة رحلات وعقد النقل البحري - للبضائع والأشخاص - بمقتضى سند الشحن البحري و البيوع البحرية سواء في ميناء القيام أو في ميناء الوصول. ويدخل في هذا الإطار أيضا العوارض البحرية الناشئة عن الاستثمار البحري سواء فيما يتعلق بالتصادم البحري أو المساعدة والإنقاذ أو الخسارات البحرية المشتركة وكذلك يشتمل هذا التوصيف التعريف بالقانون الجوي وبيان خصائصه ومصادره ونطاق تطبيقه\_ والأحكام القانونية للطائرة كأداة ملاحية جوية من حيث تعريفها وطبيعتها ونطاقها القانوني ويشتمل كذلك على رهن الطائرة وحقوق الامتياز الوارد عليها والحجز التحفظي والتنفيذي على الطائرة وكذلك يشتمل التوصيف على عقد ايجار الطائرة وعقد النقل الجوي وسند الشحن الجوي وبياناته والتزامات الناقل الجوي ومسؤوليته. **Pre-requisite PRIV 113, 121**

## PRIV 434 Origin of jurisprudence

يتضمن هذا المساق التعريف بقواعد أصول الفقه التي أمر المشرع القانوني وجوباً في مطلع قانون المعاملات المدنية بإعمالها لفهم النص وتفسيره وتأويله وبيان دلالاته، وكيفية استعمال تلك القواعد استعمالاً سليماً للكشف عن الحكم ومراد المشرع. ويلزم من ذلك التعريف بمعنى الحكم وعناصره، وأنواع دلالات النصوص على المعاني والأحكام، ومراتبها باعتبار الوضوح والخفاء أو الغموض . **Pre-requisite PRIV 133**

## PRIV 436 Inheritance and bequests and Endowment

يركز هذا المساق على الأحكام الفقهية المتعلقة بالوصايا من حيث: الشروط، والأركان، والمبطلات. كما يركز على: إيضاح مسائل الإرث من حيث: بيان المستحقين للميراث، وأنواعهم، ودرجاتهم، ومن يتقدم منهم على غيره، وحقوقهم، وطرق تقسيم التركة على مستحقيها. **Pre-requisite PRIV 335**

### **PUBL 450 Law of Criminal Procedures**

يتناول هذا المساق دراسة قانون أصول الإجراءات الجزائية من حيث تعريفه وبيان طبيعته ومدى علاقته بفروع القانون الأخرى. كما يتناول بالدراسة المفصلة أنواع الدعاوى الناشئة عن الجريمة من حيث تعريفها وقواعد إقامتها وسبل انقضائها، والنظريات التي تحكم الإجراءات الجزائية، والمراحل التي تمر بها الدعوى العامة التي تتبع عند وقوع الجريمة والمتعلقة بالبحث الأولي والتحقيق الابتدائي والمحاكمة، كما يتناول بالتفصيل دراسة طرق الطعن بالأحكام الجزائية. **Pre-requisite PUBL 283**

### **PRIV 453 Practical training\***

يشتمل هذا المساق على قسمين :

إن الدراسة في كلية القانون تقوم على محورين أساسيين أولهما الدراسة النظرية التي تتولى شرح الأحكام والقواعد القانونية في سائر فروع القانون، وثانيهما التدريب العملي الخارجي الذي يهيئ للطلاب فرصة إنزال دراسته النظرية إلى الواقع العملي التطبيقي، فيتمرس على سبيل المثال على كيفية كتابة صحيفة الدعوى وتقديمها إلى المحكمة المختصة، وإجراءات التقاضي وكتابة اللوائح والمذكرات والدفوع التي تقتضيها الدعوى.

### **Pre-requisite PRIV 342 & PUBL 450**

### **PRIV 454 Graduation Research**

يعتبر بحث التخرج مساقاً دراسياً لا يتخرج الطالب في قسم القانون حتى يتجاوز هذا المساق بنجاح . ويجب أن يختار الطالب، بعد اجتيازه ما لا يقل عن ( 105 ) ساعة معتمدة بنجاح، البحث في موضوع أحد العناوين البحثية التي تعلن عنها أقسام الكلية مع مطلع كل فصل دراسي، وأن يقع البحث تحت إشراف عضو هيئة تدريس، يكون موضوع البحث داخلاً ضمن تخصصه أو ضمن تخصص مقارب له، ويعينه مجلس القسم. ويجب أن يقع البحث وفق مناهج البحث القانوني، وأن لا يقل عدد صفحاته عن ( 20 ) عشرين صفحة، ولا يزيد عن ( 25 ) صفحة، من غير مراجع البحث والفهرسة. وإن يكتب طباعة على ورق A4 ، وبمعدل ( 25 ) سطراً في الصفحة الواحدة . **Pre-requisite 105 Cr. H.**

## **PUBL 272 Fiscal and Financial Legislation**

يشتمل هذا المساق على دراسة الميزانية العامة، النفقات العامة، الإيرادات العامة مثل الرسوم والقروض والضرائب، التشريعات المنظمة للأعمال المصرفية في الدولة، التشريعات المنظمة للاستثمار والتشريعات المنظمة للجمارك.

**Pre-requisite PUBL 171**

## **PUBL 281 Criminology**

تنقسم دراسة هذا المساق إلى قسمين:

1- علم الإجرام: يتناول التعريف بعلم الإجرام، وأساليب وطرق البحث الاجتماعية والفردية بشأن الظاهرة الإجرامية، والنظريات العلمية في تفسيرها، وعوامل السلوك الإجرامي الخارجية والداخلية.

2- علم العقاب: يتناول التعريف بعلم العقاب، وصور الجزاء الجنائي، وتطبيقه والإشراف على التطبيق، وأساليب المعاملة العقابية.

**Pre-requisite PRIV 111**

## **PRIV 325 Intellectual Property**

يتضمن هذا المساق التعريف بالملكية الفكرية، وأنواعها، وأهميتها، وتنظيمها وحمايتها على الصعيدين الدولي والوطني. وتفصيل في بيان ماهية وأحكام وحماية؛ الملكية الصناعية (براءة الاختراع، الرسوم والنماذج الصناعية)، والملكية التجارية ( العلامة التجارية، والاسم التجاري، والبيانات التجارية)، والملكية الأدبية والفنية ( حق المؤلف والحقوق المجاورة ).

**Pre-requisite PRIV 121**

## **PUBL 374 Environment Protection Law**

يتناول هذا المساق التعريف بالبيئة وتلوثها، القانون وحماية البيئة، الحماية القانونية لعناصر البيئة من الأضرار البيئية المختلفة، الجزاءات القانونية، الجنائية والمدنية والإدارية التي تترتب على تلوث البيئة.

**Pre-requisite PUBL 171**

## **PUBL 384 Penal Law (2)**

يتضمن هذا المساق التعريف بجريمة غسل الأموال ، وأصلها التاريخي ، ومراحل غسل الأموال ، وأساليب تنفيذ هذه الجريمة ، والاتفاقيات والهيئات والتوصيات الدولية المتعلقة بمكافحة جرائم غسل الأموال ، ودور قانون العقوبات في مكافحة هذه الجريمة ، ووحدة مكافحة جريمة غسل الأموال ، والتعاون الدولي في مجال مكافحتها وكذلك جريمة الاتجار بالبشر من حيث مفهوم الجريمة واركائها وعقوباتها، وكذلك جريمة الاستخدام غير المشروع للبطاقات المصرفية من حيث تزويرها و سرقتها وكذلك يتناول هذا المساق الجريمة المعلوماتية من خلال شرح القانون الاتحادي رقم 2 لسنة 2012 الخاص بالجرائم المعلوماتية.

**Pre-requisite PUBL 282**

## **PUBL 394 International Organizations**

### **Pre-requisite PUBL 393**

#### **PRIV 429 Legal Regulation of Electronic Commerce**

التعريف بعقود التجارة الالكترونية وخصائصها ومزاياها ومساوئها. وبيان كيفية إبرامها ويتضمن الإيجاب والقبول عبر الوسيلة الالكترونية و زمان إبرام العقد ومكانه , والمحل في عقود التجارة الالكترونية . ثم التعرف على إثبات عقود التجارة الالكترونية وتحديد مفهوم الكتابة الالكترونية والتوقيع الالكتروني والحجية القانونية لكل منهما . يليه التعرف على الأحكام القانونية لتنفيذ عقود التجارة الالكترونية وتشمل تسليم السلعة أو تقديم الخدمة محل العقد والوفاء الالكتروني بالثمن أو الخدمة . وأخيرا التعرف على المسؤوليات القانونية التي يمكن أن تثار في إطار التعامل الالكتروني وتتضمن مسؤولية مستخدم الانترنت ومسؤولية متعهد الوصول ومورد المعلومات.

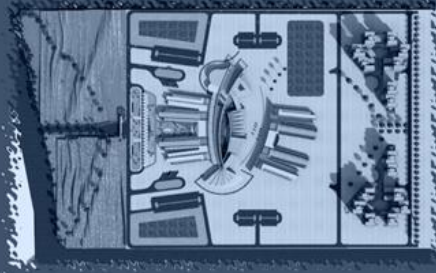
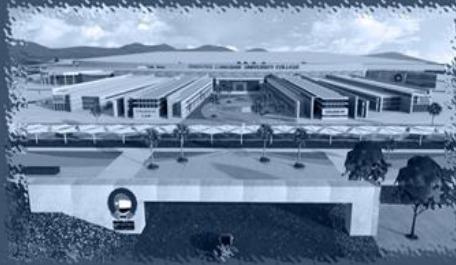
### **Pre-requisite PRIV 317**

#### **PUBL 490 Consumer Protection Law**

يتناول هذا المساق التعريف بالمستهلك العادي والإلكتروني وطرق حمايته في ضوء القواعد العامة مثل عقود الإذعان وخيار الرؤية والالتزام بالإعلام، والقواعد الخاصة مثل الحق في الرجوع، ودور اتفاقات منظمة التجارة العالمية في هذا الخصوص **Pre-requisite GED 230**

#### **PUBL 496 International Humanitarian Law**

يتضمن هذا المساق التعريف بالقانون الدولي الإنساني، ودراسة نظرية الحرب في القانون الدولي التقليدي، ومبدأ حظر استخدام القوة المسلحة في العلاقات الدولية المعاصرة، مع الإشارة إلى تطور مفهوم النزاع الدولي المسلح والمجهودات الدولية المبذولة لاحتواء مختلف أشكال استخدام القوة المسلحة. ويتضمن كذلك بيان للقواعد العرفية الدولية المتعلقة بحماية ضحايا الحرب كما تم تقنينها وتطويرها في اتفاقيات جنيف الأربعة لعام 1949، تطور فكرة النزاع الدولي المسلح، جرائم، الحرب **Pre-requisite PUBL 393**



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Emirates Canadian University College,

P.O.Box:536 ,Umm Al Quwain, UAE

Tel: 06766559, Fax: 067665598

Web: [www.ecuc.ac.ae](http://www.ecuc.ac.ae), Email: [info@ecuc.ac.ae](mailto:info@ecuc.ac.ae)

